

City of Belvedere
Annual Operating & Capital Budget
Fiscal Year 2017/2018

CITY of BELVEDERE

City Officials

City Council

James Campbell, Mayor
Marty Winter, Vice Mayor
Claire McAuliffe, Council Member
Bob McCaskill, Council Member
Nancy Kemnitzer, Council member

Principal City Staff

Craig Middleton, City Manager
Tricia Seyler, Police Chief
Becky Eastman, Director of Administrative Services
Alison Foulis, Management Analyst/City Clerk
Irene Borba, Director of Planning & Building
Robert Zadnik, Public Works Manager
Robert Epstein, City Attorney

City of Belvedere
Operating & Capital Budget
Fiscal Year 2017/18

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CITY OF BELVEDERE

Memorandum

DATE: July 1, 2017

TO: Mayor Campbell and Members of the City Council

FROM: Craig Middleton, City Manager

SUBJECT: Transmittal of FY17/18 Operating and Capital Budget

It is my pleasure to present the FY17/18 Operating and Capital Budget to the City Council.

The annual Budget is a document that identifies the resources available to the City in the coming year and authorizes the expenditure of funds to pay for the services, projects and programs required to meet the needs of the community and achieve the City Council's goals. The City's finances are segregated into a number of funds, as a way to insure that assets designated for a specific purpose are spent as intended. The Budget is constructed to mirror that financial reporting system.

In addition to current year activity, the Budget projects revenues and expenditures for each fund for the next five years and forecasts capital projects to be undertaken during that same time period.

General Fund

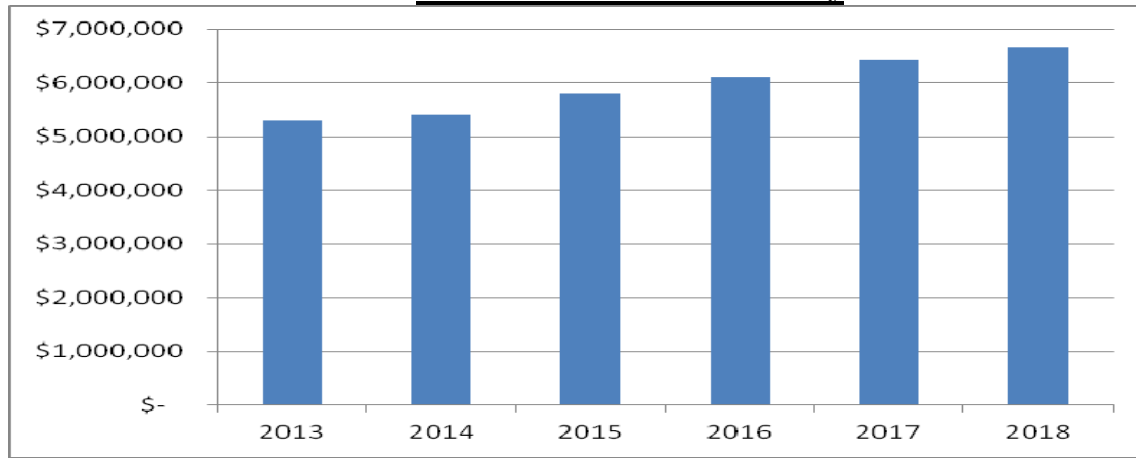
The General Fund is the chief operating fund for the City, receiving and disbursing all revenue that is not required to be accounted for separately. The General Fund budget includes funding for Department operations, as well as transfers to the Fire Fund, Capital Projects Fund, Equipment Replacement Fund and Pension Reserve Fund.

General Fund Revenue Projections

The City depends primarily on property tax revenue to fund department operations. Thanks to a robust real estate market and a steady stream of renovation projects, the assessed value of real property in Belvedere, and resultant property tax revenue, continues to rise. The budget projects an increase in secured property tax revenue of 6% in FY17/18, a fairly conservative estimate given the 8.2% increase realized in FY15/16 and the 10.68% increase in FY16/17. Other General Fund revenues are projected to remain steady.

The FY17/18 General Fund budget anticipates total revenue in the amount of **\$6,661,667**, an increase of 2.4% over what we will receive in the current fiscal year.

General Fund Revenue History



General Fund Expenditures

In addition to anticipated increases in the cost of goods and services, memberships in various JPAs, and contracts for services, the budget incorporates the following:

- Salary increase of 2% (Cost of Living Adjustment) for all employees except City Manager;
- Participation in the Tiburon Peninsula Traffic Relief JPA (Yellow Bus Challenge);
- Third year of a three year commitment to contribute to the Countywide Homeless Fund;
- Richardson Bay Regional Agency (RBRA) contribution of \$39,790. An increase of \$19,607 over the prior year, primarily due to the anticipated departure of Sausalito from this multi-jurisdiction agency;
- CalPERS retirement increase in unfunded liability of \$39,425 over the prior year. The amount of the City's unfunded liability fluctuates with factors such as actuarial projections and CalPERS investment income.
- An agreement with the Town of Tiburon to provide parking enforcement throughout the city at a cost of \$30,000.
- Design and printing of a brochure giving information on deer resistant plants.

General Fund Transfers

In FY17/18, **\$788,387** will be transferred from the General Fund to the Fire Fund, combined with estimated Fire Tax revenue of \$856,941, and paid to Tiburon Fire Protection District to provide fire protection services in Belvedere. **\$452,113** will be transferred to the Capital Improvement Fund to pay for a variety of necessary capital projects (see below). **\$18,500** will be transferred to the Equipment Replacement Fund to pay for a new police radar trailer as well as routine replacement of computers and furnishings. Lastly, **\$1,000,000** will move from the General Fund to the Pension Reserve Fund, pursuant to Council policy.

The FY17/18 General Fund budget anticipates total expenses in the amount of **\$4,963,621**, as well as transfers out of **\$2,259,000**. The budget forecasts a deficit at year-end of **\$575,953**.

Preliminary FY17/18 General Fund Budget			
Revenues			\$6,661,667
Expenses		(4,978,621)	
Transfers:	Fire Fund	(788,387)	
	Capital Projects	(452,113)	
	Equipment Replacement	(18,500)	
	Pension Reserve	(1,000,000)	
Total Transfers Out		(2,259,000)	
Expenses plus Transfers Out			(7,222,621)
Surplus/(Deficit)			(\$575,953)

General Fund Reserve

The Council has established a policy to maintain a General Fund Reserve equal to 50% of annual operating expense plus the General Fund transfer to the Fire Fund. If revenues are received and funds expended as anticipated in the FY17/18 budget, the reserve policy goal of \$2,876,004 will be met this fiscal year.

FY17/18 General Fund Expenses + Fire Transfer	\$5,767,008
General Fund Reserve Policy 50%	2,883,504
Projected General Fund Balance 6/30/17	3,042,183
Over/(Under) Policy	\$158,679

Capital Improvement Projects

Each year the City budgets for capital projects that improve existing infrastructure, repair and replace aging facilities, meet regulatory requirements, preserve property values, and enhance the quality of life for Belvedere residents. With limited resources and a long list of needs, projects must be chosen carefully. Large projects must be planned for over a period of years.

Several important Capital Improvement Projects are funded in this year's budget.

- Continue the project that began in the prior year of a geotechnical and structural evaluation of the San Rafael Avenue and Beach Road Seawalls, develop alternatives to improve flood protection in Belvedere, and prepare cost estimates. This project will be funded in part by a grant from the State Department of Water Resources.

- Pave lower Belvedere Avenue
- Repair the existing retaining wall in the 200 block of Beach Road;
- Replace a metal pipe near 49 Belvedere Ave;
- Replace stairs on Cedar Lane;
- Improve irrigation and replace portions of the perimeter hedge at Land Company Park;
- Remove & replace landscaping with deer resistant plantings on City property;
- Lagoon Road flood mitigation project
- Complete the Design/Bid phase of the Acacia/Laurel utility undergrounding project;

Future Projects; Upcoming Issues

There are a number of projects and challenges that may need to be addressed during the course of FY17/18 or within the next few years. If revenues remain strong and expenses are controlled, the City will be well positioned to address these needs as they arise.

- Additional matching funds will be needed over the next two years to complete the pre-development work contemplated in the Department of Water Resources grant on the San Rafael Avenue and Beach Road Seawalls, with additional funding needed to actually construct any improvements, should the structural evaluations reveal deficiencies.
- Related improvements to seawall to deal with rising sea levels and/or increasing severity of storm events is not funded.
- Lagoon Road flood mitigation is estimated at \$150,000;
- Belvedere and the other members of the Richardson Bay Regional Agency (RBRA) continue to struggle with a solution to the impacts of the increased number of vessels in the anchorage. Significant additional funding may be required to fully address the problem.
- The play equipment in Community Park will need to be replaced in a few years, as various components wear out and replacement parts become scarce. New equipment will likely cost at least \$225,000.
- The roof at City Hall is nearing the end of its useful life. A recent evaluation estimated the cost of a new roof at \$120,000.
- San Rafael Avenue Americans with Disability act (ADA) improvements are estimated at \$550,000

Five Year Forecast; Fund Balance Summary

The Five Year Forecast assumes a 5% increase in property tax each year, a 5% increase overall in department operating expense plus the estimated increased unfunded liability retirement costs based on the formula provided by CalPERS, a 5% increase in the cost of fire protection, and capital costs as outlined in the Five Year CIP. The 50% reserve policy goal will not be met in the fourth and fifth year due to the payment made from reserves for unfunded pension liability.

Conclusion

The FY17/18 Budget maintains essential staffing levels and allocates resources necessary to insure the health and safety of Belvedere residents, protect the City's assets, and provide the resources staff needs to do their jobs. As with any financial planning tool, the Budget makes assumptions that may need to be adjusted over time, as new information becomes available or the Council adopts new priorities. And as usual, staff will closely monitor revenues and manage resources throughout the year, and will update the Council at regular intervals.

It has been my pleasure to work with a talented City staff to produce this Budget. In particular, I want to thank the City's Administrative Services Director, Becky Eastman, for her patience, her knowledge of Belvedere's organization and history and her financial expertise. I look forward to working with the City Council in the coming year to ensure this community remains the unique and beautiful place its residents treasure.

City of Belvedere - Budget Guidelines

Budget Guidelines & Principles

I. City Government Reporting Entities and Services

The budget includes all of the funds and account groups of the City Belvedere. The City provides the following municipal services either directly or through contracts with the County or private entities:

Building Permit/Plan Approval
Emergency Services
Engineering
Library Services
Recreation Services
Parks & Open Space Maintenance
Planning/Zoning/Design Review
Public Safety (Police/Fire)
Street and Infrastructure Maintenance

II. Financial Structure

A. Accounting System and Budgetary Control

In developing and evaluating the City's accounting systems, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: 1) the safeguarding of assets against loss from unauthorized use or disposition; and 2) the reliability of financial records for preparing financial statements and maintaining accountability for assets.

The concept of reasonable assurance recognizes that: 1) the cost of a specific control should not exceed the benefits likely to be derived; and 2) the evaluation of costs and benefits require estimates and judgments by management. All evaluations of the City's system of internal control will continue to occur within the above framework. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

City of Belvedere - Budget Guidelines

B. Fund Descriptions

The City's accounting records are organized and operate on a "fund" basis, which is the basic fiscal accounting entity in governmental accounting. Each fund is designated by fund type and classification:

Governmental Funds - General, Special Revenue, and Capital Projects

Proprietary Fund - Internal Service

Fiduciary Funds - Trust and Agency

Account Groups - General Fixed Assets and General Long-Term Debt

C. Governmental Funds

Governmental Funds are used to account for the City's expendable financial resources and related current liabilities, except for those accounted for in proprietary funds. The basic financial statements necessary to fairly present financial position and operating results for governmental funds are the balance sheet and the statement of revenues, expenditures, and changes in fund balance. Governmental funds are maintained using the modified accrual basis of accounting.

General Fund – The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs which are not paid through other funds.

Special Revenue Fund – The Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation to be accounted for in a separate fund.

Capital Improvement Fund – The Capital Improvement Fund is used to account for financial resources used for the acquisition or construction of major capital facilities.

D. Proprietary Funds

Generally accepted accounting principles applicable to a private commercial business are applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are required, such as balance sheet, statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows.

City of Belvedere - Budget Guidelines

E. Fiduciary Funds

Fiduciary Funds are used to account for money and property held by the City as trustee or custodian for individuals, organizations and other governmental units.

F. Account Groups

Account Groups are used to establish accounting control and accountability for the City's general fixed assets and general long-term debt.

General Fixed Assets Account Group – this account group is used to maintain control and cost information on capital assets owned by the City.

General Long-Term Account Group – this account group is used to account for all long-term debt of the City.

III. Budget Policies and Procedures

A. Policy

The City's budget reflects careful preparation according to City Council goals, and citywide objectives. The budget serves as a principal management tool for the City administration, and is used to allocate the City's resources. The budget preparation process is a cooperative effort of the entire City organization. Departmental budgets originate within each department and Department Heads are responsible for operating within their budget amount as approved by the City Manager and authorized by the City Council. The budget document will be helpful to citizens in understanding the operations and costs of City services. Fund balances will be maintained at levels which will protect the City from future uncertainties. Each year, the City Manager submits a proposed budget to the City Council. It is the stated policy of the Council and City Manager that ongoing revenues match or exceed ongoing appropriations.

B. Budget Basis

The budgets of general government type funds (for example, the general fund itself, and gas tax funds) are prepared on a spending measurement focus. Briefly, this means that only current assets and current liabilities are included on the balance sheets. The modified accrual basis of accounting is followed. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred.

City of Belvedere - Budget Guidelines

The Annual Financial Audit Report shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares the budget. One exception is the treatment of compensated absences. Compensated absences, including accrued but unused administrative leave, compensatory time and vacation leave, are treated slightly different in the budget than in the Audit Report.

C. Responsibility

The City Manager is responsible for preparing a budget in accordance with the guidelines established by the City Council.

D. Budget Preparation

The process of developing the operating budget begins officially in March of each year. The budget preparation process provides department heads an opportunity to examine programs; to propose changes in current services; to recommend revisions in organizations and methods; and to outline requirements for capital outlay items.

E. Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and parks maintenance, should be financed through recurring operating revenues rather than through bond issuance.
- Fluctuating federal grants should not be used to fund ongoing programs.

F. Revenue Policies

A diversified and stable revenue system will be maintained to ensure fiscal health and absorb short run fluctuations in any one revenue source.

The City Manager shall review the encumbrances and continuing appropriations to be submitted to the City Council for approval from one fiscal year to the next fiscal year. These encumbrances and continuing appropriations shall become a part of the City budget.

City of Belvedere - Budget Guidelines

G. Minimum Year End Cash Balance Policy

The City shall insure that the General Fund Cash Balance will at year end be no less than one half of the current fiscal year's General Fund expenditures, plus one half of the current fiscal year's General Fund transfer to the Fire Fund.

H. Capital Budget

The Five-Year Capital Improvement Plan shall be prepared and updated each year. Although this plan may include "unfunded" projects that carry out the City's strategic and general plans, it must also include a capital spending plan that identifies projects that can be completed with known funding sources. Each department must, when planning capital projects, estimate the project's impact on the City's operating budget.

I. Budget Review

During the budget review phase, the City Manager's Office analyzes new positions, operating and capital budget requests. The Finance Committee which consists of four members chosen by the City Council from the community, the Mayor, the Vice-Mayor and the City Manager, reviews the draft budget and makes a recommendation to the City Council for adoption.

J. Budget Adoption

The City Manager presents the budget to the City Council. A public hearing is held and the budget is adopted by resolution.

K. Budget Implementation

A budgetary control system will be maintained to ensure compliance with the budget. The Administrative Services Director is responsible for setting up the budget for tracking purposes and is charged with ensuring funds availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated on a monthly basis.

L. Budget Revision

The City Council approves total budgeted appropriations throughout the year. Actual expenditures may not exceed budgeted appropriations. The City Manager or his designee is authorized to transfer budgeted amounts at the category level. The City has the following programs accounted for through its governmental funds: general government, public safety, public works, parks and open space, community development, streets & storm drain maintenance, and capital expenditures. Use of unappropriated reserves must be specifically approved by the City Council.

IV. Financial Policies

A. General

The financial policies establish the framework for overall fiscal planning and management. The policies set forth guidelines for both current activities and long range planning. The policies will be reviewed annually to assure the highest standards of fiscal management.

B. Overall Goals

The overall financial goals underlying these financial policies are:

Fiscal Conservatism: To ensure that the City is at all times in a solid financial condition. This can be defined as:

Cash solvency - ability to pay bills.

Budgetary solvency - ability to balance the budget.

Long run solvency - ability to pay future costs.

Service level solvency - ability to provide needed and desired services.

Flexibility: to ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

Adherence to the Highest Accounting and Management Practices: as set by the Governments Finance Officers' Association standards for financial reporting and budgeting, by the Governmental Accounting Standards Board and other professional standards.

C. Cash Management

1. Purpose

An investment policy has been adopted by resolution. The investment policy provides guidelines for the prudent investment of temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

2. Objective

The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

City of Belvedere - Budget Guidelines

3. Policy

In order to maximize interest earnings, the City commingles the cash of all funds, except those funds held in trust for the City by various financial institutions in accordance with applicable trust agreements related to debt issues. Interest revenue derived from commingled cash is allocated monthly to the participating funds based on the relative cash balance of each fund.

4. Procedures

Criteria for selecting investments and the order of priority are:

Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered very safe and are allowable under Government Code Section 53601.

Liquidity. This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occasionally occurs.

Yield. This is the dollar earnings an investment can provide, and sometimes is described as the rate of return.

5. Risk Management

The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues. Furthermore, the City has a policy of vigorously defending claims filed against the City of Belvedere and continues to maintain an excellent loss history.

6. Annual Audit

Sound accounting practices suggest that an annual audit is a prudent business decision. The City requires an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters. In compliance with the requirement of an annual audit, Odenberg, Ullako & Muranishi a firm of Certified Public Accountants, completed the audit for the fiscal year ending June 30, 2016.

City of Belvedere - Budget Guidelines

Annual Appropriations Limit

The Appropriations Limit, established by the State of California per Article XIII B of the California State Constitution, sets a limit for the annual appropriations of tax proceeds for all municipalities.

Article XIII B was amended by Proposition 111 to change the method of calculating the annual appropriations limit. Prior to Proposition 111, the annual appropriations limit was adjusted annually by the change in the cost of living or by the change in California per capita personal income, whichever was less, and by the percentage change in the population of the City.

Under the guidelines set forth by Proposition 111, the annual appropriations limit will not exceed a base year adjusted by the change in population of the City or the County combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction. Proposition 111 also changed the base year for all municipalities to 1986-87.

2015/16 Limit \$3,504,093

Adjustment Factors

Population	1.0042
Inflation	1.0537
Total Adjustment	1.0581
2016/17 Limit	\$3,581,504

City of Belvedere – Position Allocation

<u>TITLE</u>	<u>FY 2017/18</u>
City Manager	1
Police Chief	1
Director of Administrative Services	1
Director of Planning & Building	1
Public Works Manager	1
Building Official	1
Management Analyst/City Clerk	1
Associate Planner	1
Building Inspector	1
Maintenance Supervisor	1
Police Secretary	1
Department Secretary II	2
Maintenance Worker II	2
Police Sergeant	2
Police Officer	4
	Total
	21
 <u>Contract Staff</u>	
City Engineer	1



Belvedere Residents

City Council

James Campbell, Mayor
Marty Winter, Vice Mayor
City Councilors: Claire McAuliffe, Bob McCaskill, Nancy Kemnitzer

City Attorney
Rob Epstein
Deputy City Attorney
Emily Longfellow

City Manager
Craig Middleton

Public Safety

Police Chief
Tricia Seyler

Tiburon Fire Protection District
Contract for Services

Police Secretary
Lylene Phillips

Police Sergeants
Chris Pool,
Tom Marksbury

Police Officers
Andy Rosas, Paul Sims
Charles Wayshak
Michael Blasi

Planning & Building

Director of Planning & Building
Irene Borba

Building Official
Vacant

Building Inspector
Genaro Muniz

Associate Planner
Rebecca Markwick

Department Secretary II
Nancy Miller

Department Secretary II
Lorrie Duffy

Administration

Director of Administrative Services
Becky Eastman

Mgmt Analyst/ City Clerk
Alison Foulis

IT Coordinator
Marin IT

Public Works

Public Works Manager
Robert Zadnik

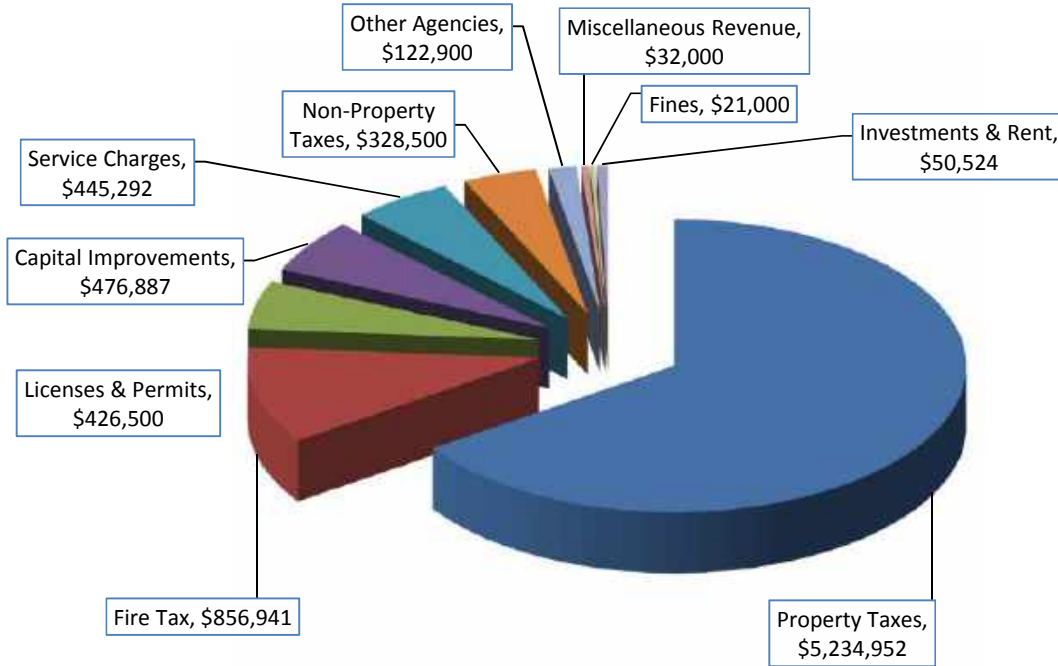
Maintenance Supervisor
Gerhard Laufer

Maintenance Workers
Max Sandoval
Alberto Carranza

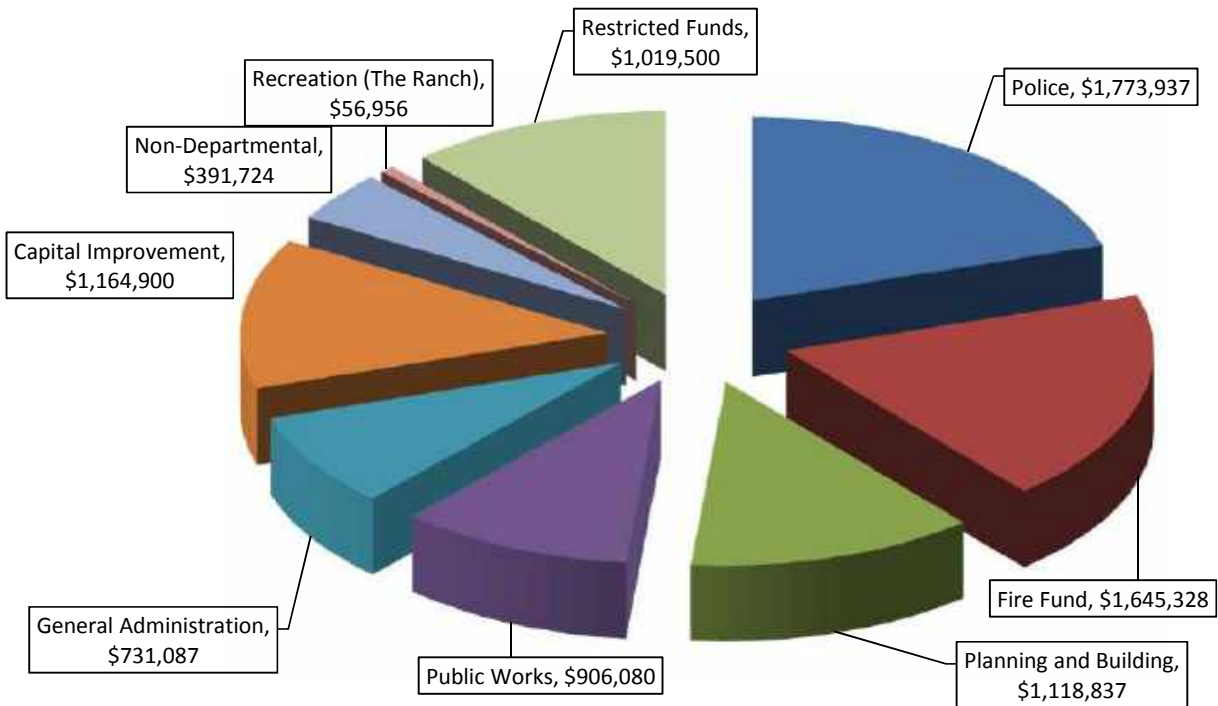
City Engineer
John Moe
Contract for Services

City of Belvedere

Fiscal Year 2017/18 Total Revenues \$7,995,496



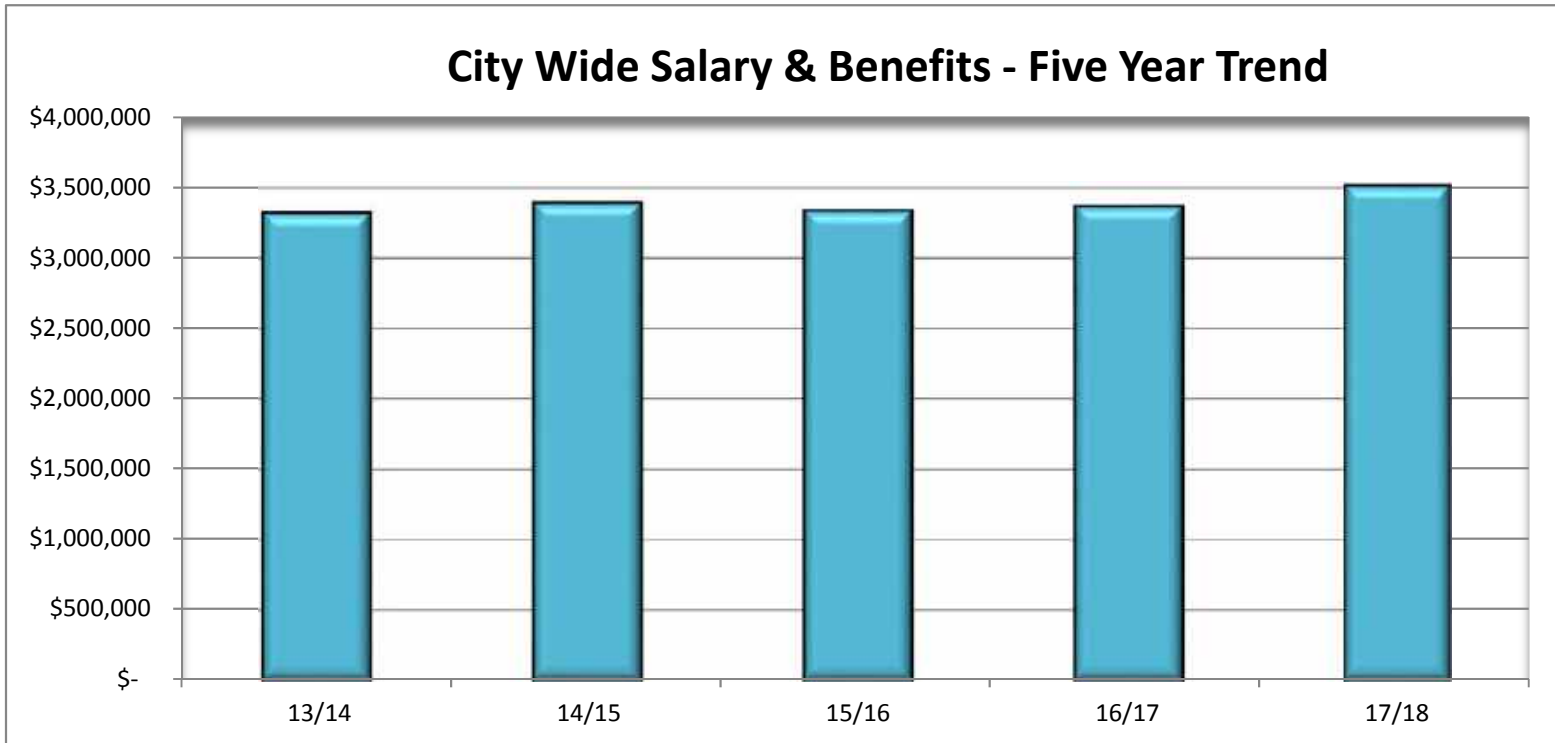
Fiscal Year 2017/18 Total Appropriations \$8,808,349



CITY of BELVEDERE - FY2017-18 ANNUAL OPERATING BUDGET

Citywide Salary & Benefit Information - Budget Year + Four Year History

	FY2013/14	FY2014/15	FY2015/16	FY2016/17	FY2017/18
Regular Salaries	\$ 1,858,511	\$ 1,791,941	\$ 1,879,013	\$ 1,842,209	\$ 2,020,555
Contract Staff	\$ 347,372	\$ 333,011	\$ 134,857	\$ 222,520	\$ 136,000
CalPERS Retirement	\$ 263,447	\$ 280,813	\$ 339,245	\$ 356,395	\$ 396,279
Health Insurance	\$ 435,616	\$ 394,599	\$ 392,191	\$ 394,783	\$ 413,632
Other Fringe Benefits	\$ 418,410	\$ 597,851	\$ 594,486	\$ 555,385	\$ 551,891
Total Salary & Benefits	\$ 3,323,356	\$ 3,398,215	\$ 3,339,792	\$ 3,371,292	\$ 3,518,357



**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2017-18**

Fund	Fund Balance 7/1/2017	Revenues	Expenditures	Transfers (out)/in	Fund Balance 6/30/2018	Change in Fund Balance inc/(dec)	Change in Fund Balance inc/(dec)
100 General Fund	3,618,136	6,661,667	(4,978,621)	(2,259,000)	3,042,183	(575,953)	-16%
130 Fire Fund	0	856,941	(1,645,328)	788,387	0	0	0%
160 Insurance Reserve Fund	57,479	0	(500)	0	56,979	(500)	-1%
101 Pension Reserve Fund	0	0	(1,000,000)	1,000,000	0	0	0%
900 Capital Improvement Fund	50,000	290,787	(742,900)	452,113	50,000	0	0%
901 Road Impact Fee Fund	272,476	170,000	(417,000)	0	25,476	(247,000)	-91%
902 Measure A Parks Fund	27,384	15,600	(5,000)	0	37,984	10,600	39%
210 Equipment Replacement Fund	116,457	500	(19,000)	18,500	116,457	0	0%
Total City Funds	4,141,932	7,995,496	(8,808,349)	(0)	3,329,079	(812,853)	-20%

General Fund Reserve

General Fund Expenses + Fire Transfer		5,767,008
General Fund Reserve Policy 50%		2,883,504
Projected General Fund Balance 6/30/18	53%	3,042,183
Over (Under) Policy		158,679

**CITY OF BELVEDERE
SCHEDULE OF INTERFUND TRANSFERS
FISCAL YEAR 2017-18**

<u>FUND</u>	<u>TRANSFERS IN</u>	<u>TRANSFERS OUT</u>	
100 General Fund		\$ 788,387	1
100 General Fund		1,000,000	2
100 General Fund		452,113	3
100 General Fund		18,500	4
130 Fire Fund	788,387		1
100 Pension Reserve Fund	1,000,000		2
900 Capital Improvement Fund	452,113		3
210 Equipment Replacement Fund	18,500		4
Total	<u>\$ 2,259,000</u>	<u>\$ 2,259,000</u>	

- 1 Fire expenditures not covered by Parcel Tax
- 2 Annual transfer from General Fund to Pension Reserve Fund
- 3 CIP expenditures not covered by other revenue sources
- 4 Equipment Replacement expenditures not covered by other funds

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL REVENUES	FY14-15 ACTUAL REVENUES	FY15-16 ACTUAL REVENUES	FY16-17 ESTIMATED REVENUES	FY17-18 APPROVED BUDGET
<u>GENERAL FUND</u>					
<u>Property Taxes:</u>					
Current Secured	\$3,296,437	\$3,448,212	\$3,720,091	\$4,117,879	\$4,364,952
Supplemental Assessments	81,011	100,514	108,635	100,000	100,000
Unsecured	76,141	80,750	78,400	85,196	85,000
Excess ERAF	398,105	332,312	324,944	413,725	340,000
VLF Swap	188,021	196,295	210,858	232,954	235,000
Real Property Transfer	73,460	90,415	127,498	110,000	110,000
Subtotal	\$4,113,175	\$4,248,498	\$4,570,426	\$5,059,754	\$5,234,952
<u>Local Non-Property Taxes:</u>					
Sales Taxes	\$69,256	\$26,647	\$53,449	\$63,000	\$70,000
Triple Flip	44,278	8,004	5,387	0	0
Sales Taxes - SB509	16,511	16,549	17,859	19,000	19,000
Business Licenses	69,412	64,008	65,784	66,000	66,000
PG&E Franchise	25,778	25,898	28,013	29,262	30,000
CATV Franchise	63,732	63,484	66,629	67,000	67,500
Garbage Franchise	69,161	62,871	75,347	76,000	76,000
Subtotal	\$358,128	\$267,461	\$312,468	\$320,262	\$328,500
<u>Licenses & Permits:</u>					
Construction Permits	\$335,272	\$301,710	\$380,005	\$350,000	\$350,000
Encroachment Permits	60,067	45,585	56,892	60,000	60,000
Revocable Licenses	5,911	10,444	5,247	8,000	7,500
Parking Permits	4,790	2,860	7,160	4,000	4,000
Miscellaneous Licenses and Permits	5,560	6,460	4,100	14,000	5,000
Subtotal	\$411,600	\$367,059	\$453,404	\$436,000	\$426,500
<u>Fines & Forfeitures:</u>					
Vehicle Code Fines	\$18,012	\$25,905	\$15,576	\$16,000	\$16,000
Planning & Building Penalties	4,913	342,881	6,210	5,000	5,000
Subtotal	\$22,925	\$368,786	\$21,786	\$21,000	\$21,000

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL REVENUES	FY14-15 ACTUAL REVENUES	FY15-16 ACTUAL REVENUES	FY16-17 ESTIMATED REVENUES	FY17-18 APPROVED BUDGET
<u>Investments & Property:</u>					
Investments	\$3,858	\$4,475	\$8,896	\$11,000	\$11,000
Rent	38,141	39,293	38,601	41,000	39,524
Subtotal	<u>\$41,999</u>	<u>\$43,768</u>	<u>\$47,497</u>	<u>\$52,000</u>	<u>\$50,524</u>
<u>Revenue From Other Agencies:</u>					
Motor Vehicle In Lieu	\$923	\$891	\$856	\$969	\$900
HOPTR	22,070	21,581	21,441	21,500	21,500
POST Reimb	79	348	0	0	0
Supplemental Law Enforcement Funding	100,049	107,178	127,867	100,324	100,500
Subtotal	<u>\$123,121</u>	<u>\$129,998</u>	<u>\$150,164</u>	<u>\$122,793</u>	<u>\$122,900</u>
<u>Service Charges:</u>					
Road Closure Signs	\$20,241	\$6,962	\$15,714	\$16,000	\$16,000
Plan Reviews	163,403	145,938	214,083	175,000	175,000
Technology Fee	6,600	6,555	7,485	7,500	7,500
Variances and Use Permits	5,525	12,580	22,619	30,000	25,000
Design Review/Design Review Exceptions	42,858	78,610	69,577	75,000	75,000
Appeals	1,350	848	1,171	2,000	1,000
Residential Building Reports	13,200	12,600	17,700	16,000	16,000
Building Inspection Services	0	977	3,694	3,694	0
Special Police Services	1,921	27,337	97,050	110,766	115,042
Financial Services	10,920	11,675	11,748	11,750	11,750
Miscellaneous Charges for Services	1,400	7,605	2,139	4,000	3,000
Subtotal	<u>\$267,418</u>	<u>\$311,687</u>	<u>\$462,980</u>	<u>\$451,710</u>	<u>\$445,292</u>

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL REVENUES	FY14-15 ACTUAL REVENUES	FY15-16 ACTUAL REVENUES	FY16-17 ESTIMATED REVENUES	FY17-18 APPROVED BUDGET
<u>Miscellaneous Other Revenue:</u>					
Golf Tournament	\$3,210	\$0	\$0	\$0	\$0
Concert-in-the-Park Series	24,702	24,902	25,230	29,600	27,000
Miscellaneous Other Revenue:	19,054	26,513	40,164	7,200	5,000
Grant Proceeds	7,416	0	13,496	0	0
Contributions/Private Grants	26,398	25,000	15,000	0	0
Subtotal	<u>\$80,780</u>	<u>\$76,415</u>	<u>\$93,890</u>	<u>\$36,800</u>	<u>\$32,000</u>
Total General Fund Revenue	<u>\$5,419,146</u>	<u>\$5,813,672</u>	<u>\$6,112,615</u>	<u>\$6,500,319</u>	<u>\$6,661,667</u>
<u>FIRE FUND</u>					
Fire Protection Charge	\$744,998	\$745,338	\$779,575	\$824,934	\$856,941
Total Fire Fund Revenue	<u>\$744,998</u>	<u>\$745,338</u>	<u>\$779,575</u>	<u>\$824,934</u>	<u>\$856,941</u>
<u>EQUIPMENT REPLACEMENT FUND</u>					
Contribution	\$0	\$2,300	\$10,000	\$15,250	\$0
Grant	0	0	0	13,542	0
Sale of Property	632	9,430	0	5,500	500
Total Equip. Repl. Fund Revenue	<u>\$632</u>	<u>\$11,730</u>	<u>\$10,000</u>	<u>\$34,292</u>	<u>\$500</u>

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL REVENUES	FY14-15 ACTUAL REVENUES	FY15-16 ACTUAL REVENUES	FY16-17 ESTIMATED REVENUES	FY17-18 APPROVED BUDGET
<u>CAPITAL IMPROVEMENT FUND</u>					
Contributions/Private Grants	\$21,209	\$31,840	\$50,000	\$0	\$0
Measure A/B Transportation Sales Tax	48,623	33,681	29,911	56,315	30,000
OBAG	0	0	0	19,595	0
Gas Tax Revenue	79,922	67,711	45,574	47,065	65,787
Sidewalk Repair Reimbursement	14,709	0	0	10,000	0
FEMA CTP Project	37,312	2,265	0	0	0
DWR Grant	0	0	0	32,500	195,000
Misc. Other Revenue	18,091	0	684	0	0
Total Cap. Improvement Fund Revenue	\$219,866	\$135,497	\$126,169	\$165,475	\$290,787
<u>ROAD IMPACT FUND</u>					
Road Impact Fee	\$154,487	\$161,070	\$179,282	\$170,000	\$170,000
<u>MARIN COUNTY PARKS & OPEN SPACE SALES TAX FUND</u>					
Measure A Parks Sales Tax	\$15,267	\$7,738	\$15,331	\$15,520	\$15,600
TOTAL REVENUE - ALL FUNDS	\$6,554,396	\$6,875,045	\$7,222,972	\$7,710,540	\$7,995,496

CITY of BELVEDERE - FY2017-18 ANNUAL OPERATING BUDGET

EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
GENERAL FUND:					
General Administration	\$770,756	\$752,425	\$723,169	\$764,494	\$731,087
Planning and Building	1,331,384	1,029,395	1,064,239	1,136,026	1,118,837
Police	1,562,101	1,624,789	1,634,332	1,593,052	1,773,937
Public Works Operations & Maintenance	733,652	769,864	828,347	804,365	906,080
Recreation (The Ranch)	46,141	70,380	53,019	54,133	56,956
Non-Departmental	298,472	401,902	371,349	336,040	391,724
TOTAL GENERAL FUND	\$4,742,506	\$4,648,755	\$4,674,455	\$4,688,110	\$4,978,621
FIRE FUND:					
	\$1,169,439	\$1,239,940	\$1,532,694	\$1,575,903	\$1,645,328
RESTRICTED FUNDS:					
Equipment Replacement	\$12,926	\$51,651	\$27,212	\$121,728	\$19,000
Pension Reserve Payment	853,729	0	0	300,000	1,000,000
Legal Damages and Settlements	3,374	1,247	0	113	500
TOTAL RESTRICTED FUNDS	\$870,029	\$52,898	\$27,212	\$421,841	\$1,019,500

CITY of BELVEDERE - FY2017-18 ANNUAL OPERATING BUDGET

EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
CAPITAL IMPROVEMENT FUND:					
Drainage	\$1,000	\$43,194	\$12,227	\$30,000	\$78,000
Streets	0	0	0	0	0
Lanes	35,032	0	41,070	3,500	60,000
Parks & Open Space	0	0	0	11,300	75,900
Community Buildings	48,773	0	5,999	\$25,000	15,000
Miscellaneous Other	152,270	424,363	38,277	145,000	425,000
Utility Underground Districts	97,555	62,934	59,036	40,000	89,000
TOTAL CAPITAL IMPROVEMENT FUND	\$334,630	\$530,491	\$156,609	\$254,800	\$742,900
ROAD IMPACT FEE FUND					
Streets	\$191,490	\$108,901	\$290,527	\$68,000	\$417,000
MEASURE A PARKS FUND					
Parks & Open Space	\$0	\$22,472	\$4,000	\$0	\$5,000
TOTAL ALL FUNDS	\$7,116,604	\$6,603,457	\$6,685,497	\$7,008,654	\$8,808,349

**CITY OF BELVEDERE
GENERAL ADMINISTRATION
GOALS & OVERALL ORGANIZATION**

In support of General Administration, staffing consists of the City Manager, the Management Analyst - City Clerk and the Director of Administrative Services. The City Manager is the City's chief administrative officer appointed by the City Council and is responsible for the day-to-day operations of the City and oversight of all departments. The Department's activities cover a wide range of functions. Its customers consist of the public, community groups, and local organizations, as well as all the other City departments.

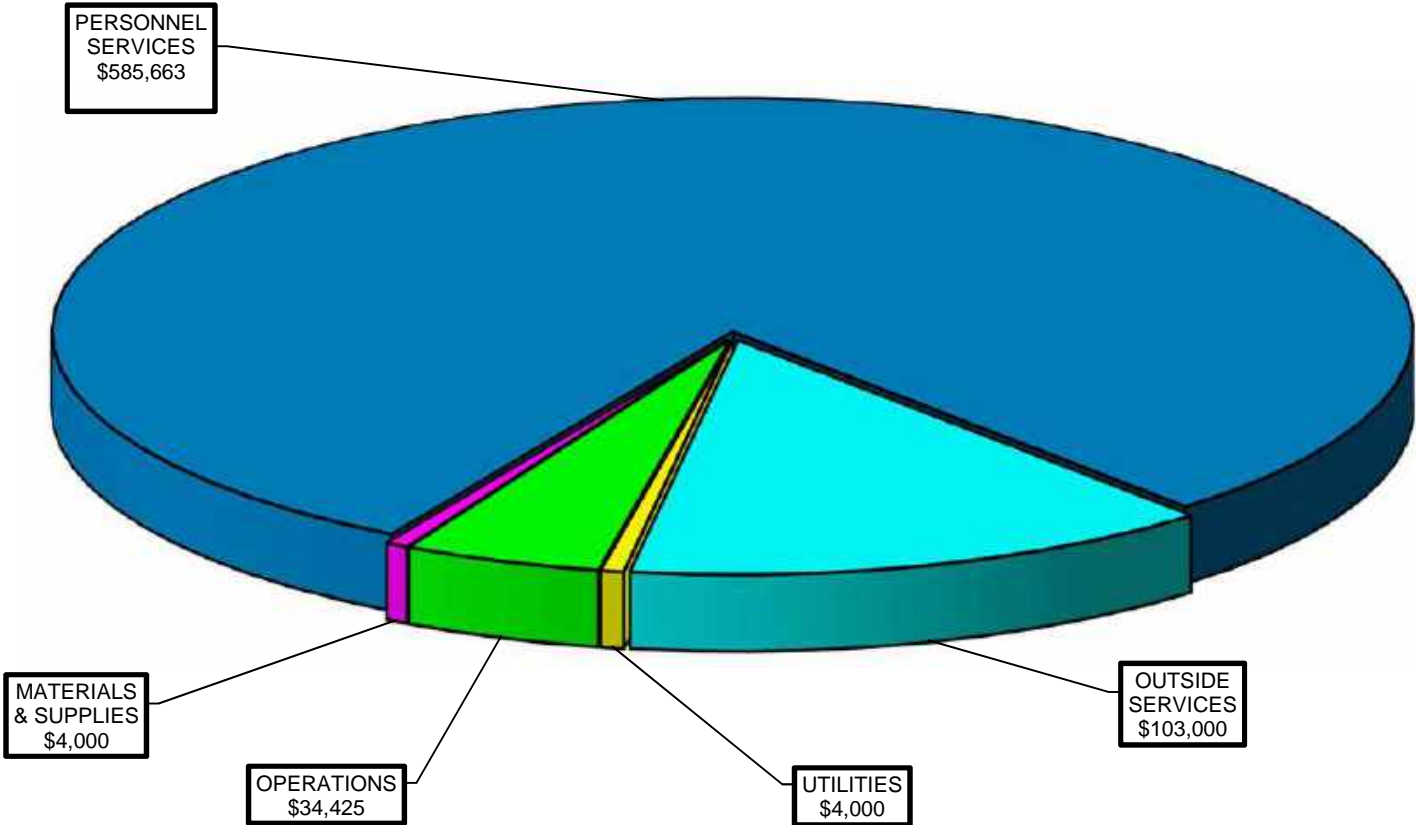
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, emergency preparedness, public information, implementation and enforcement of the City's human resources and administrative policies and programs; city clerk functions such as records management in accordance with approved retention schedules, election administration, preparation of City Council agendas and minutes, certification of official actions taken by the Council, and codification of City ordinances; oversight of various contracts and inter-agency agreements; coordination of certain community activities and organizations; computer systems administration and information technology support; coordination of City services; and employee safety and risk management.

The Department's goals for FY17/18 are:

- Effective and efficient implementation of the goals, policies, and objectives of the City Council.
- Encourage innovation, quality customer service, and a strong sense of fiscal and ethical responsibility in the organization.
- Review and analyze existing fees and charges for service and recommend increases that are fair, equitable, and efficient.
- Produce for public review exemplary accounting and financial reporting that is thorough, accurate, and timely.
- Provide quality customer service to the community and continuously strive to improve public access, public information, and public communication through enhanced use of the City's website and print media.

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

General Administration
Total Budget: \$731,087



CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
PERSONNEL SERVICES	\$443,089	\$465,317	\$443,159	\$473,763	\$463,165
FRINGE BENEFITS	140,163	152,094	139,343	129,713	122,497
SUBTOTAL	<u>\$583,252</u>	<u>\$617,411</u>	<u>\$582,502</u>	<u>\$603,476</u>	<u>\$585,663</u>
OUTSIDE SERVICES	\$246,005	\$106,567	\$113,414	\$128,532	\$103,000
UTILITIES	12,820	3,790	3,276	4,000	4,000
OPERATIONS	(85,043)	21,142	19,862	24,986	34,425
MATERIALS AND SUPPLIES	13,722	3,515	4,115	3,500	4,000
SUBTOTAL	<u>\$187,504</u>	<u>\$135,014</u>	<u>\$140,667</u>	<u>\$161,018</u>	<u>\$145,425</u>
GRAND TOTAL	<u><u>\$770,756</u></u>	<u><u>\$752,425</u></u>	<u><u>\$723,169</u></u>	<u><u>\$764,494</u></u>	<u><u>\$731,087</u></u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

SALARY DETAIL - GENERAL ADMINISTRATION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL SALARY FOR YEAR	BENEFITS	TOTAL SALARY & BENEFITS
			MONTHS	RATE		MONTHS	RATE			
REGULAR SALARIES:										
City Manager	Craig Middleton	--	12	\$15,583				\$187,000	\$37,290	\$224,290
City Clerk/Mgmt Analyst	Alison Foulis	D	12	\$7,767				\$93,204	\$33,309	\$126,513
Dir. of Admin Services	Becky Eastman	E	12	\$12,484				\$149,808	\$85,052	\$234,860
GRAND TOTAL								\$430,012	\$155,651	\$585,663

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 10	REGULAR SALARIES Provides for a full-time City Manager, City Clerk/Management Analyst & Director of Administrative Services.	\$407,826	\$419,184	\$401,722	\$359,240	\$430,012
4010 10	TEMPORARY/PART TIME This account will not be used in FY18. FY17 expenses were for the Interim City Manager.	0	0	0	56,576	0
4030 10	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	10,672	21,199	16,580	37,178	12,010
4091 10	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	9,600	9,600	9,600	6,600	5,400
4095 10	LONGEVITY PAY Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay.	11,391	11,734	6,857	7,343	7,343

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4090 10	<p>AUTO ALLOWANCE This line item provides for the augmentation to the salary of the the City Manager and the Admin Services Director to</p> <p>compensate for the use of their personal vehicle while engaged in City-related business.</p>	3,600	3,600	8,400	6,826	8,400
TOTAL PERSONNEL SERVICES		\$443,089	\$465,317	\$443,159	\$473,763	\$463,165
<u>FRINGE BENEFITS:</u>						
4100 10	<p>INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.</p>	\$74,441	\$67,656	\$58,956	\$51,365	\$37,532
4110 10	<p>RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 8.921% of salaries and the rate for new PERS employees is 6.533% of salaries. In addition, this department's annual payment towards the City's unfunded pension liability is \$24,030. The City does not participate in Social Security.</p>	52,314	49,650	45,879	48,835	52,464
4114 10	<p>PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit.</p>	7,009	9,240	7,640	6,424	7,405
4121 10	<p>INSURANCE - WORKERS COMP This is the portion of the workers' compensation expense for the employees in the Administration Department.</p>	0	18,791	20,405	16,219	18,380

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4130 10	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	6,399	6,757	6,463	6,870	6,716
	TOTAL FRINGE BENEFITS	<u>\$140,163</u>	<u>\$152,094</u>	<u>\$139,343</u>	<u>\$129,713</u>	<u>\$122,497</u>
	<u>OUTSIDE SERVICES:</u>					
5010 10	FINANCIAL SERVICES This account covers the cost of the annual audit of the city's financial statements and CAFR preparation (\$26,500), maintenance for the accounting software (\$6,500), bank charges (\$6,000) and preparation of the actuarial valuation reports for defined benefit pension plans (GASB 68) (\$2,200).	\$47,639	\$52,580	\$43,051	\$44,000	\$44,000
5016 10	SOFTWARE MAINTENANCE Annual support and upgrades for the City's business license software, a portion of the cost of the Laserfiche document management system, and the City's website software.	9,599	5,673	5,367	5,501	7,500
5012 10	LEGAL SERVICES This account is used for City Attorney expenses that are related to general matters. Expenses for Attorney matters related to Planning & Building department activities are charged to that department separately.	34,886	30,031	51,936	38,000	38,500
5015 10	IT SUPPORT The City contracts with Marin IT for IT support. This is the Administration Department portion of those expenses.	70,368	10,000	9,861	10,000	10,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5981 10	RECRUITMENT In FY17 the City recruited for and hired a new City Manager.	0	0	0	29,031	0
5990 10	OTHER CONTRACT/OUTSIDE SERVICES This account provides for unanticipated miscellaneous contractual and outside costs that are encountered during the year.	12,223	8,283	3,199	2,000	3,000
Note	ACCOUNTS MOVED TO NON-DEPARTMENTAL The following outside services have been moved to the Non-Departmental budget. Richardson Bay Regional Agency Hazardous Materials Response Unit Animal Control JPA Congestion Mgmt Plan Affordable Housing Assistance Marin General Services Agency Emergency Preparedness Services (moved to Police Dept) MCCMC Lobbyist Marin Telecommunications Agency LAFCO Membership	71,290	0	0	0	0
TOTAL OUTSIDE SERVICES		<u>\$246,005</u>	<u>\$106,567</u>	<u>\$113,414</u>	<u>\$128,532</u>	<u>\$103,000</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>UTILITIES:</u>						
6000 10	COMMUNICATIONS This line item covers a portion of the monthly service charges for landline & cellular phone usage.	\$5,326	\$2,164	\$1,958	\$2,500	\$2,500
6020 10	POWER This account provides for a portion of gas and electricity for City Hall.	7,494	1,626	1,318	1,500	1,500
TOTAL UTILITIES		<u>\$12,820</u>	<u>\$3,790</u>	<u>\$3,276</u>	<u>\$4,000</u>	<u>\$4,000</u>
<u>OPERATIONS:</u>						
6110 10	ADMINISTRATIVE OVERHEAD This account will not be used this year.	(\$410,850)	\$0	\$0	\$0	\$0
Note	ACCOUNTS MOVED TO NON-DEPARTMENTAL The following outside services have been moved to the Non-Departmental budget. Community Activities Concerts in the Park Golf Tournament Insurance	293,652	0	0	0	0
6125 10	ELECTIONS There will be a City Council election in June 2018.	1,009	0	2,023	0	2,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6150 10	MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY 17/18 budget. The detail can be found on the Dues page of this departments budget.	5,648	5,521	6,023	5,786	7,150
6160 10	NOTICES AND ADS This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.	7,701	3,616	3,997	7,000	7,000
6170 10	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY17/18 that is attached to this budget.	8,045	9,785	4,710	7,000	13,075
6180 10	EQUIPMENT LEASES This account covers the Department's share of the lease for copiers at City Hall.	9,604	2,214	2,798	4,700	4,700
6990 10	OTHER OPERATING EXPENSES This account is used for unforeseen expenses that may come up during the year.	148	6	311	500	500
TOTAL OPERATIONS		<u>(\$85,043)</u>	<u>\$21,142</u>	<u>\$19,862</u>	<u>\$24,986</u>	<u>\$34,425</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 10	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$12,087	\$1,904	\$2,024	\$2,000	\$2,200
7030 10	PRINTING AND REPRODUCTION This account covers costs of any specialized material that must be sent to an outside printer. Examples include forms, maps, plans, special announcements, public notices, letterhead stationary, payroll and accounts payable checks and tax forms.	1,635	1,611	2,091	1,500	1,800
TOTAL MATERIALS AND SUPPLIES		<u>\$13,722</u>	<u>\$3,515</u>	<u>\$4,115</u>	<u>\$3,500</u>	<u>\$4,000</u>
GENERAL ADMIN DEPARTMENT TOTALS		<u>\$770,756</u>	<u>\$752,425</u>	<u>\$723,169</u>	<u>\$764,494</u>	<u>\$731,087</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS & TRAINING DETAIL- GENERAL ADMINISTRATION

PURPOSE	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	EXPENSES	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCES:</u>										
LofCC Clerk New Law & Elect	Newport Beach	City Clerk	Air	Dec	3	100	600	200	475	1,375
LofCC City Mgrs Dept.	Newport Beach	City Manager	Air	Jan	3	300	750	300	650	2,000
LofCC New Councilmembers	Sacramento	CM/City Council	Auto	Jan	3	400	1,200	200	1,150	2,950
LofCC Municipal Finance Inst.	Newport Beach	Admin Serv Dir	Air	Dec	3	200	750	300	475	1,725
LofCC City Attorney's Conf										625
 <u>MEETINGS & TRAINING:</u>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Monthly						2,500
Local Meetings	Marin Co.	Council/Mgr.	Auto	Varies						900
Training	Local	Staff	Auto	Varies						1,000
GRAND TOTAL										\$13,075

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$1,149	Annual membership in ABAG provides the city with access to regional planning information.
Tiburon Chamber of Commerce	City	200	Annual membership
Belvedere-Tiburon Landmarks Society	City	250	Annual membership
League of California Cities	City	1,400	Annual membership
No.Bay Div.of League of California Cities	City	300	Annual membership
Liebert Cassidy Whitmore	City	491	Annual membership
MCCMC	City	950	Meets periodically to discuss issues concerning all cities and towns and includes Belvedere's share of the lobbyist hired to represent MCCMC in Sacramento.
ICMA	City Manager	1,400	Annual membership
Marin County City Managers Association	City Manager	250	Annual membership
California City Manager's Association	City Manager	400	Annual membership
City Clerk's Association of California	City Clerk	90	Annual Membership
Califorina Society of Municipal Finance Officers	Finance Officer	110	Annual membership
Gov't Finance Officer's Association	Finance Officer	160	Annual membership
TOTAL		<u><u>\$7,150</u></u>	

**CITY OF BELVEDERE
PLANNING & BUILDING DEPARTMENTS
GOALS & OVERALL ORGANIZATION**

Together, the Planning and Building Departments are responsible for managing the planning, physical development and implementation of the overall goals of the city in accordance with the General Plan, Zoning Ordinances, Municipal Codes, State Building Codes, other city policies, as well as other State and Federal regulations.

The Planning Department consists of a Director of Planning & Building, Associate Planner, and the Department Secretary. Supplemental planning staff is provided for by contract. The Department's mission is to serve the citizens of Belvedere and assist the Planning Commission in implementing planning law, the Belvedere General Plan, and the Belvedere Municipal Code. Planning staff reviews applications for compliance with local, state and federal regulations including the California Environmental Quality Act (CEQA), and the City's Zoning Code and Design Review Ordinance. Planning serves as a clearinghouse for review, comments and conditions of approval from other City departments, state and federal agencies. Planning staff works closely with applicants, other City staff, outside agencies and the community to address the potential impacts of new development. The planning staff prepares and presents analysis and recommendations in the form of written reports and oral presentations to the City Council, Planning Commission and the Historic Preservation Committee. Staff also provides zoning and other planning related information to the public by phone, e-mail and counter assistance during regular City Hall hours.

The Building Department consists of a Building Official, a Building Inspector and a Department Secretary. The Building Department provides professional and efficient services to the public and permit applicants when addressing public enquiries, processing permit applications and during the inspection process. Building Department staff competency is assured through the maintenance of multiple professional certifications and by acquiring continuing educational units (CEU) in the maintenance of the certifications. Professional knowledge is further enhanced through membership and participation in professional associations, as well as through a well-budgeted year-around training program. The Building Department ensures that construction in the city is compliant with the California Building Standards and in conformance with acceptable building practices. The Department performs plan check reviews, issues permits, and conducts regular permit inspections during construction. The department also conducts residential resale inspections, as well as code enforcement actions.

Planning and Building Staff efficiency and service to the public is promoted through regular inter-departmental meetings and discussions with department staff members to ensure effective communication and transfer of information between each of the departments.

Accomplishments this past year include:

- Adopted Zoning Ordinance Amendments clarifying the appeal period and process, noticing requirements, and fence height requirements in the R1L and R-2 zoning districts.
- Adopted Zoning Ordinance Amendments establishing a permitting process, procedures, and standards for review and approval of Junior 2nd Units in existing single family dwellings.

- Approved Demolition, Design Review and Conditional Use Permit for the San Francisco Yacht Club.
- Adopted an ordinance amending the Belvedere Municipal Code to exempt Junior Second Units from the municipal fire service tax.

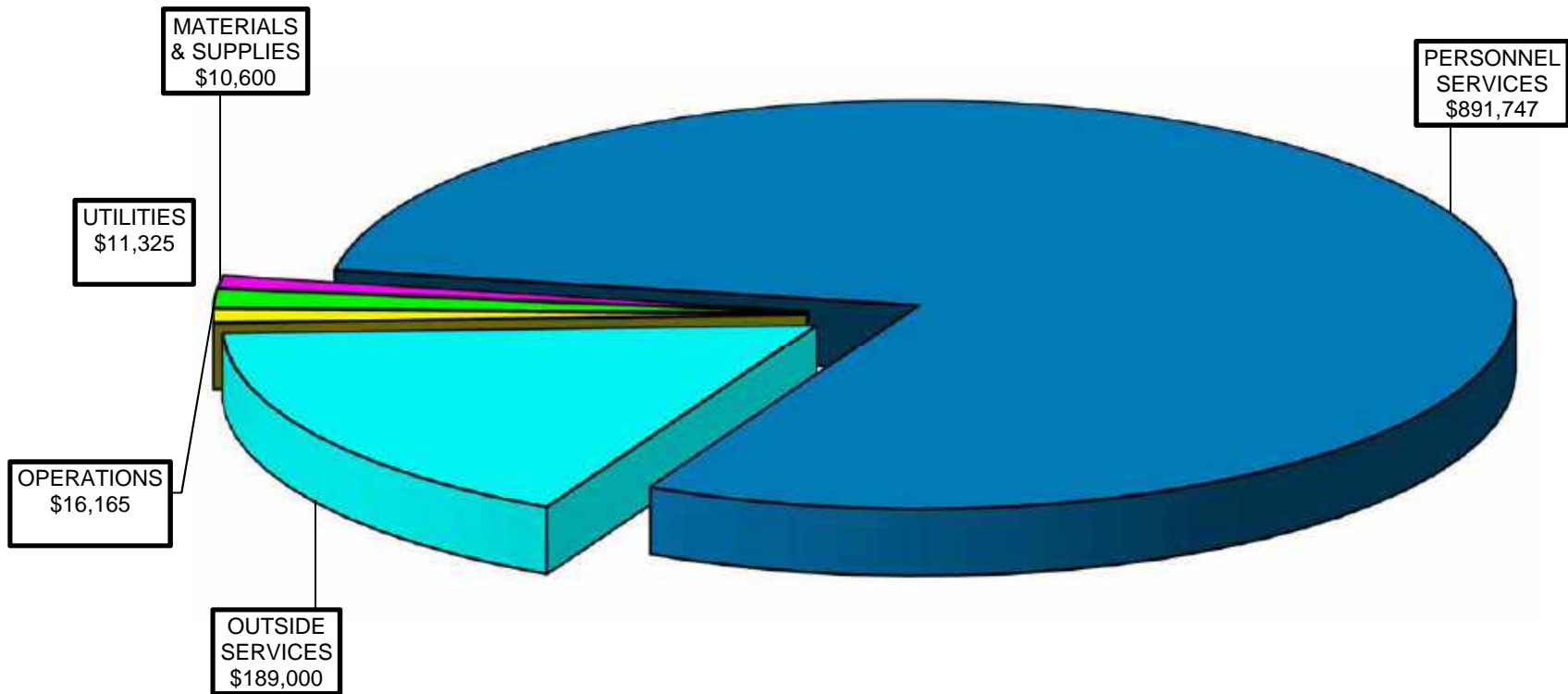
Major projects and or goals in the coming year include:

- Update the Local Hazard Mitigation Plan
- Review and implement improvements to the Design Review and Zoning Ordinances.
- Implementation of Housing Element programs, such as Junior Second Units.
- Update the City's Climate Action Plan.
- Partner with the community to educate planning and building applicants about the project development path in Belvedere.
- Work with the Public Works Department to develop administrative policies regarding work in the public right-of-way, such as sidewalk installation standards, utility equipment, ADA compliance, landscape maintenance and responsibility, view issues, driver and pedestrian sight line issues, roadway obstructions, and revocable license standards.
- Update Commission and staff on the General Plan goals, policies, and background. Continue to develop better communication between staff, Planning Commission members, residents, and applicants.
- Work on developing a process to examine/screen structures for potential historic resources when a building is at least 50 years of age and is proposed for a major remodel or demolition. As part of we will determine what if any the benefits there are in becoming a Certified Local Government (CLG).
- Continue to enhance and improve permit tracking processes for clarity and efficiency for staff, applicants and the public to determine current status of plan review steps and approvals prior to permit issuance.
- Work to enhance communication and accountability of permit processing timeline goals, and explore opportunities for more efficient computer database information applications, whether self-built or vendor supplied.
- Continue providing permit applicants, contractors, architects, engineers and property owners with resource referrals and education on the California Building Standards Codes and other State and Local requirements.
- Update Zoning Ordinance to meet new State requirements for Junior 2nd Units and Second Units.
- Update Zoning Ordinance to meet new State requirements for Adult Use of Marijuana.
- Process Design Review and Conditional Use Permit applications for the Corinthian Yacht Club.
- Continue work on preparation of the information and application for joining the Community Rating System (CRS) program administered by the Federal Emergency Management Agency (FEMA).

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

Planning & Building

Total Budget: \$1,118,837



CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
PERSONNEL SERVICES	\$555,769	\$599,502	\$585,673	\$571,330	\$606,417
FRINGE BENEFITS	210,713	246,297	266,705	258,389	285,330
SUBTOTAL	<u>\$766,482</u>	<u>\$845,799</u>	<u>\$852,378</u>	<u>\$829,719</u>	<u>\$891,747</u>
OUTSIDE SERVICES	\$151,963	\$152,566	\$181,276	\$274,982	\$189,000
UTILITIES	2,110	11,466	11,261	11,325	11,325
OPERATIONS	403,965	9,783	10,078	10,000	16,165
MATERIALS AND SUPPLIES	6,864	9,781	9,246	10,000	10,600
SUBTOTAL	<u>\$564,902</u>	<u>\$183,596</u>	<u>\$211,861</u>	<u>\$306,307</u>	<u>\$227,090</u>
GRAND TOTAL	<u><u>\$1,331,384</u></u>	<u><u>\$1,029,395</u></u>	<u><u>\$1,064,239</u></u>	<u><u>\$1,136,026</u></u>	<u><u>\$1,118,837</u></u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

SALARY DETAIL - PLANNING AND BUILDING INSPECTION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR	BENEFITS	SALARY & BENEFITS
			MONTHS	RATE		MONTHS	RATE			
REGULAR SALARIES:										
Dir. of Planning & Building	Irene Borba	E	12	\$11,467				\$137,604	\$65,164	\$202,768
Building Official	Vacant	A	12	\$8,523				\$102,276	\$58,482	\$160,758
Building Inspector II	Genaro Muniz	E	12	\$7,606				\$91,272	\$61,588	\$152,860
Associate Planner	Rebecca Markwick	D	6	\$7,523	1/1/2017	6	\$7,899	\$92,532	\$51,199	\$143,731
Department Secretary II	Nancy Miller	E	12	\$5,903				\$70,836	\$50,333	\$121,169
Department Secretary II	Lorrie Duffy	E	12	\$5,903				\$70,836	\$39,625	\$110,461
GRAND TOTAL								\$565,356	\$326,391	\$891,747

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 20	REGULAR SALARIES Regular full-time salaries included in this budget are for the Director of Planning & Building , Building Official, Associate Planner, Building Inspector, and two Secretaries.	\$506,073	\$555,451	\$543,946	\$519,526	\$565,356
4010 20	PART-TIME SALARIES & WAGES This account will not be used this year.	12,792	0	0	0	0
4020 20	OVERTIME Overtime worked by the Department Secretary and the Associate Planner who attend all Planning Commission meetings.	1,281	2,952	1,437	1,500	1,500
4030 20	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	8,174	12,465	12,895	24,933	11,713
4091 20	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	9,488	10,350	9,000	8,250	9,000
4095 20	LONGEVITY PAY Employees who have worked for the City for five consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for ten consecutive years are eligible for 5% longevity pay.	10,761	11,084	11,195	11,421	11,647

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4090 20	AUTO ALLOWANCE This line item covers the monthly auto allowance granted to the the Director of Planning & Building & the Building Official.	7,200	7,200	7,200	5,700	7,200
TOTAL PERSONNEL SERVICES		<u>\$555,769</u>	<u>\$599,502</u>	<u>\$585,673</u>	<u>\$571,330</u>	<u>\$606,417</u>
<u>FRINGE BENEFITS:</u>						
4100 20	INSURANCE BENEFITS The City offers the following insurance coverage benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$129,981	\$128,617	\$128,025	\$124,851	\$140,538
4110 20	RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 8.921% of salaries and the rate for new PERS employees is 6.533% of salaries. In addition the Department's annual payment towards the City's unfunded pension liability is \$48,060. The City does not participate in Social Security.	57,045	56,435	76,332	82,336	88,466
4114 20	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.	6,621	8,819	12,356	10,479	10,771
4120 20	UNEMPLOYMENT Unemployment benefits paid for former employees.	9,000	0	0	0	0

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4121 20	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	43,724	41,578	32,439	36,761
4130 20	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	8,066	8,702	8,414	8,284	8,793
TOTAL FRINGE BENEFITS		<u>\$210,713</u>	<u>\$246,297</u>	<u>\$266,705</u>	<u>\$258,389</u>	<u>\$285,330</u>
<u>OUTSIDE SERVICES:</u>						
5015 20	IT SUPPORT The department's portion of the City's contract with Marin IT for technical support.	\$0	\$21,319	\$22,374	\$22,500	\$23,000
5016 20	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	2,039	1,962	1,962	2,000
5101 20	PLAN REVIEW SERVICES This account provides for outside plan review services that cannot be done in house. Services in this account include review of Building Code conformance, as well as conformance to Planning approvals and completion of required conditions of approval.	36,587	17,045	25,938	25,000	25,000
5014 20	BUILDING OFFICIAL Contract Building Official hired in FY17 on a temporary basis.	0	0	0	91,520	0

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5012 20	LEGAL SERVICES This account is used for City Attorney expenses that are related to planning and building matters.	51,009	48,418	45,236	49,000	49,000
5990 20	OTHER CONTRACT/OUTSIDE SERVICES This account covers additional Planning services in response to seasonal increases in applications.	64,367	63,745	85,766	85,000	90,000
TOTAL OUTSIDE SERVICES		<u>\$151,963</u>	<u>\$152,566</u>	<u>\$181,276</u>	<u>\$274,982</u>	<u>\$189,000</u>
<u>UTILITIES:</u>						
6000 20	COMMUNICATIONS This line item is used for cell phone expenses of the Planning & Building Department staff and a portion of the landlines at City Hall.	\$2,110	\$5,910	\$5,545	\$5,600	\$5,600
6020 20	POWER This account provides for a portion of gas and electricity for City Hall.	0	5,556	5,716	5,725	5,725
TOTAL COMMUNICATIONS		<u>\$2,110</u>	<u>\$11,466</u>	<u>\$11,261</u>	<u>\$11,325</u>	<u>\$11,325</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OPERATIONS:</u>						
6110 20	ADMINISTRATIVE OVERHEAD This account will not be used this year.	\$401,967	\$0	\$0	\$0	\$0
6150 20	MEMBERSHIPS AND DUES A detailed list of organizations that are associated with this department can be found at the end of this section.	445	0	0	0	795
6160 20	NOTICES AND ADS This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	680	1,186	913	1,000	1,000
6170 20	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of conferences, meetings and training request costs for FY 18 that is attached to this budget.	706	3,976	2,806	2,500	7,370
6180 20	EQUIPMENT LEASES This account covers the Department's share of the lease for copiers at City Hall.	0	4,551	4,672	5,500	5,500
6190 20	VEHICLE MAINTENANCE This item covers corrective and preventive maintenance for the vehicle used by the Building Inspector and the electric vehicle used by Building and Planning staff.	167	70	1,687	1,000	1,500
TOTAL OPERATIONS		\$403,965	\$9,783	\$10,078	\$10,000	\$16,165

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 20	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$343	\$5,435	\$5,620	\$6,000	\$6,000
7030 20	PRINTING AND REPRODUCTION This account covers printing and reproduction expenditures for specialized forms and flyers for this department.	1,793	685	748	1,000	1,600
7080 20	FUEL This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	4,728	3,661	2,878	3,000	3,000
TOTAL MATERIALS AND SUPPLIES		<u>\$6,864</u>	<u>\$9,781</u>	<u>\$9,246</u>	<u>\$10,000</u>	<u>\$10,600</u>
PLANNING & BUILDING DEPARTMENT TOTALS		<u>\$1,331,384</u>	<u>\$1,029,395</u>	<u>\$1,064,239</u>	<u>\$1,136,026</u>	<u>\$1,118,837</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - PLANNING & BUILDING

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCES:</u>								
CCAPA Conference	Sacramento	Dir. Planning & Building	Car	Sept.	700	250	575	1,525
CALBO-ABM/Education Week	San Ramon	BO	Car		700	250	800	1,750
Planning Commissioners Academy	TBD	Commissioners	Air	March	700	500	575	1,775
<u>TRAINING</u>								
Various	Various	City Planner	Auto				500	500
Re-certifications		BO/BI	Auto			200	800	1,000
<u>MEETINGS:</u>								
MCCAB		BO	Auto	Mthly.				300
Marin Planning Directors	Marin Co.	City Planner	Auto	Mthly.				260
MCEP Meetings	Marin Co.	City Planner	Auto	Mthly.				260
TOTAL								\$7,370

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

MEMBERSHIPS AND DUES DETAIL - PLANNING & BUILDING

<u>ORGANIZATION</u>	<u>MEMBER</u>	<u>AMOUNT</u>	<u>NOTES</u>
ICC	BO	135	Annual membership
CALBO	BO	215	Annual membership
American Planning Association	Dir. Of Planning & Building	<u>445</u>	Annual membership
Total		<u><u>\$795</u></u>	

**CITY OF BELVEDERE
POLICE DEPARTMENT
GOALS & OVERALL ORGANIZATION**

It is the mission of the Belvedere Police Department to provide police services consistent with the vision and values of our community, and serve as ambassadors of the city of Belvedere with an increased presence of employees at city meetings and functions. We serve all persons with respect and professionalism

The department provides 24 hour a day patrol that is dispatched by the Marin County Sheriff's Office through contractual agreement. Police officers enforce federal, state and local laws including parking and traffic laws. We also investigate traffic accidents and respond to all emergencies and medical calls. Belvedere PD is a well-trained, full service organization using modern police practices and equipment. The department operates under the compliance and certification of the California Peace Officer's Standards and Training (POST). Each department member is dedicated to serving the citizens of Belvedere.

The Belvedere Police Department has several long term, continuous goals:

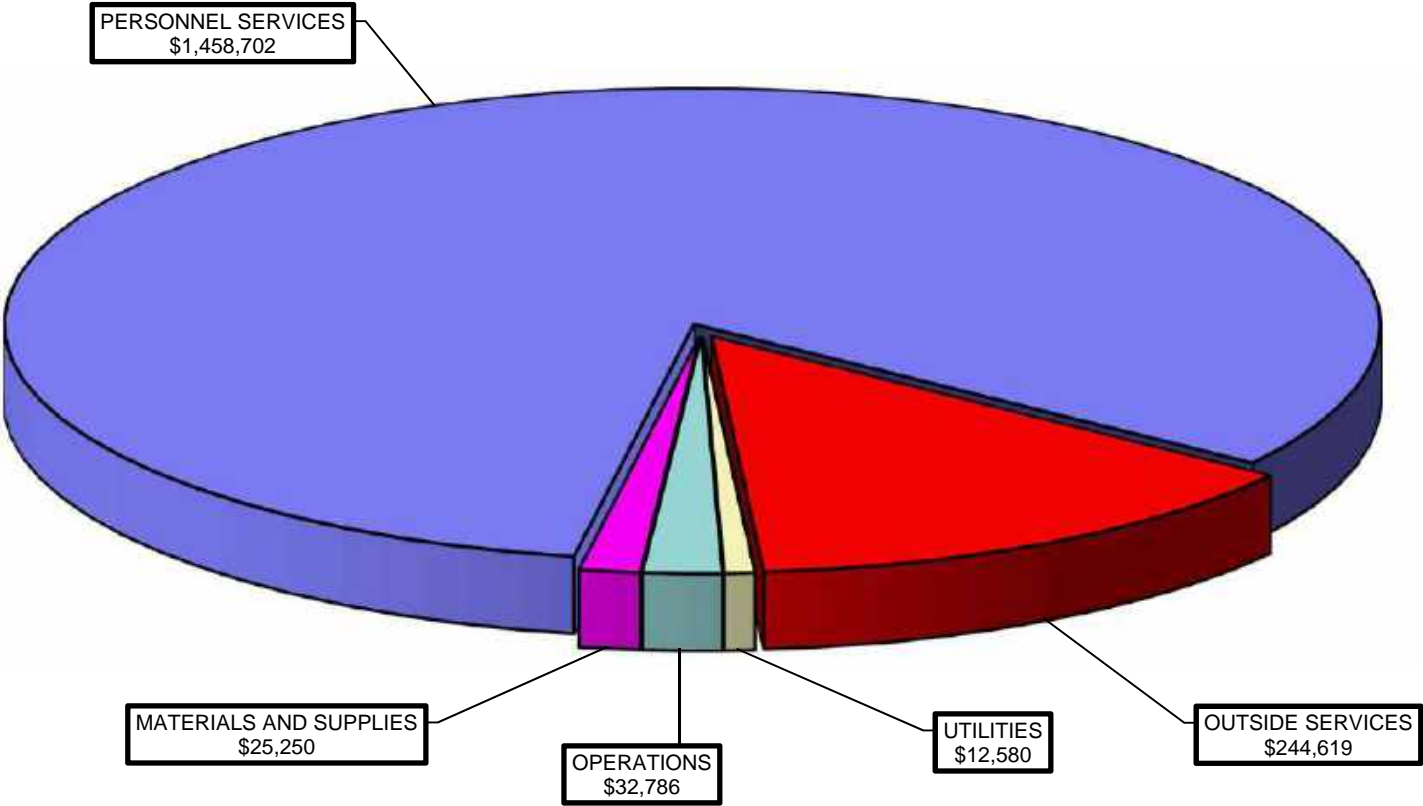
- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive to help improve the quality of life and safety within the city.
- Aggressively work to prepare the city and its citizens to be ready in case of a disaster.
- Participate in community events to enhance relationships with the citizens of Belvedere.

Major projects in the coming year include:

- Stay abreast of current law enforcement trends by participating in training of Police Department personnel. Local training with allied agencies will keep training costs down.
- Participate in the annual county wide disaster exercise that includes working in conjunction with all Belvedere and Tiburon City staff to improve disaster response.
- Participate in Public Safety Fairs and School Events as the opportunity arises.

CITY of BELVEDERE - FY 2017-18 ANNUAL OPERATING BUDGET

Police
Total Budget: \$1,773,937



CITY of BELVEDERE - FY 2017-18 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - POLICE

<u>MAJOR ACCOUNT CLASSIFICATION</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ACTUAL EXPENDITURES</u>	<u>FY15-16 ACTUAL EXPENDITURES</u>	<u>FY16-17 ESTIMATED EXPENDITURES</u>	<u>FY17-18 APPROVED BUDGET</u>
PERSONNEL SERVICES	\$763,418	\$775,627	\$935,863	\$933,125	\$1,019,767
FRINGE BENEFITS	356,678	368,798	413,237	402,697	438,935
SUBTOTAL	<u>\$1,120,096</u>	<u>\$1,144,425</u>	<u>\$1,349,100</u>	<u>\$1,335,822</u>	<u>\$1,458,702</u>
OUTSIDE SERVICES	\$392,350	\$421,983	\$230,233	\$200,981	\$244,619
UTILITIES	11,283	10,318	12,310	12,520	12,580
OPERATIONS	19,724	25,803	23,520	25,479	32,786
MATERIALS AND SUPPLIES	18,648	22,260	19,169	18,250	25,250
SUBTOTAL	<u>\$442,005</u>	<u>\$480,364</u>	<u>\$285,232</u>	<u>\$257,230</u>	<u>\$315,235</u>
GRAND TOTAL	<u><u>\$1,562,101</u></u>	<u><u>\$1,624,789</u></u>	<u><u>\$1,634,332</u></u>	<u><u>\$1,593,052</u></u>	<u><u>\$1,773,937</u></u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

SALARY DETAIL - POLICE

BUDGETED POSITIONS CLASS TITLE	Employees' Name	Step	Present Salary		Increase Date	Salary Increase		TOTAL SALARY	TOTAL BENEFITS	SALARY + BENEFITS
			Months	Rate		Months	Rate			
<u>REGULAR SALARIES:</u>										
Police Chief	Tricia Seyler	E	12	\$13,448				\$161,376	\$68,707	\$230,083
Police Secretary	Lylene Phillips	E	12	\$6,118				\$73,416	\$44,956	\$118,372
Police Sergeant	Chris Pool	E	12	\$8,840				\$106,080	\$105,316	\$211,396
Police Sergeant	Tom Marksbury	E	12	\$8,840				\$106,080	\$96,814	\$202,894
Police Officer	Andy Rosas	E	12	\$7,521				\$90,252	\$92,761	\$183,013
Police Officer	Paul Sims	E	12	\$7,521				\$90,252	\$96,629	\$186,881
Police Officer	Charles Wayshak	E	12	\$7,521				\$90,252	\$78,389	\$168,641
Police Officer	Michael Blasi	E	12	\$7,521				\$90,252	\$67,170	\$157,422
GRAND TOTAL								\$807,960	\$650,742	\$1,458,702

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 30	REGULAR SALARIES This account pays salaries for the Police Chief, a secretary two sergeants and four officers. By agreement, the Chief position will be shared with Tiburon. The payment from Tiburon is shown in the revenue section under "Police Services"	\$599,851	\$529,401	\$719,177	\$722,378	\$807,960
4010 30	TEMP/PART TIME EMPLOYEES Temporary staff used to cover absences in the department.	0	44,924	0	0	0
4020 30	OVERTIME Overtime is incurred for such duties as court appearances, backfill for officers at training, criminal investigations and other emergencies.	30,813	54,158	54,791	60,000	50,000
4030 30	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	8,302	15,804	10,759	18,442	18,519

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4040 30	HOLIDAY PAY Because of the need to provide public safety services every day of the year, police officers are not able to take holidays off as are other employees. To compensate the sworn personnel for this, they receive holiday pay which is paid at straight time. The six sworn officers assigned to work the holidays will receive holiday pay during the fiscal year.	36,740	36,622	50,931	33,819	36,375
4060 30	EDUCATION INCENTIVE An incentive of 2.5% or 5% of salary is given to eligible employees who qualify through a combination of education and training.	21,210	24,303	32,868	32,870	36,727
4070 30	SHIFT DIFFERENTIAL PAY Police officers assigned to a regular shift that involves working between 1900 & 0700 hours receive an additional 5% of base salary.	13,140	13,774	13,600	14,641	14,934
4080 30	FIELD TRAINING OFFICER Experienced Police Officers receive a 5% increase while training and evaluating probationary officers.	0	0	658	583	0
4081 30	EVIDENCE AND PROPERTY MANAGER Monthly incentive of \$105 to hold certification in, and manage the property and evidence held by the Police Department. Requires current POST training and certification. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,257

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4082 30	<p>SECURE LAW ENFORCEMENT AUTO SYS MGR Monthly incentive of \$105 to hold certification in, and maintain a high skill level in the use and management of all securely regulated law enforcement information systems. These systems include, but are not limited to CLETS, CAD, AAS, and radio communications. Must represent department in annual DOJ audits and conduct annual training to other PD members. The Police Secretary holds this position.</p>	1,257	1,257	1,257	1,257	1,257
4083 30	<p>RECORDS MANAGER Monthly incentive of \$52 to hold supervisory certification in, and current expertise in the management of the Police Department's information and records. Requires POST training and certification in public records management. Responsible for the proper release, retention, and destruction and sealing of reports and information. The Police Secretary holds this position.</p>	629	629	629	629	629
4091 30	<p>DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.</p>	12,953	11,925	11,048	11,400	12,600
4090 30	<p>MILEAGE ALLOWANCE Police Officers each receive a monthly allowance of \$200 to offset travel/commute costs.</p>	10,744	14,276	13,600	12,700	14,400

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4095 30	<p>LONGEVITY PAY City employees are eligible for longevity pay in varying increments, up to 5% of base salary for time in service with the department. The benefit continues an effort to retain high quality employees.</p>	26,522	27,297	25,288	23,149	25,109
TOTAL PERSONNEL SERVICES		<u>\$763,418</u>	<u>\$775,627</u>	<u>\$935,863</u>	<u>\$933,125</u>	<u>\$1,019,767</u>
<u>FRINGE BENEFITS:</u>						
4100 30	<p>INSURANCE BENEFITS The City offers the following insurance coverage benefits to its employees: Health, Dental, Long Term Disability and Life Insurance.</p>	\$159,349	\$129,715	\$143,369	\$130,711	\$134,910
4110 30	<p>RETIREMENT The employer normal cost rate for non-safety employees is 8.921% of salaries. The employer normal cost rate for safety employees in the Classic PERS plan is 14.971% of salaries and the contribution for new PERS Safety is 12.%. In addition the departments annual payment towards the City's unfunded pension liability is \$82,559. The City does not participate in Social Security.</p>	146,887	139,472	158,133	177,624	199,408
4114 30	<p>PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.</p>	21,181	22,649	23,998	20,480	22,516

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4111 30	PORAC TRUST The City contributes \$150/month per officer to the Peace Officer's Research Association of California Medical Expense Reimbursement Trust.	11,700	10,500	10,200	9,600	10,800
4121 30	INSURANCE - WORKERS COMP The department's portion of the City's Workers' Comp premium.	0	49,958	56,463	43,252	49,014
4130 30	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% of salaries and is split evenly between the employer and employee with both parties paying 1.45% of payroll	10,966	10,481	13,566	13,530	14,787
4140 30	UNIFORM ALLOWANCE All department employees are provided a uniform allowance to maintain a professional uniform appearance. Pursuant to the MOU with the BPOA and the salary resolutions with the Miscellaneous Employees, the rate is \$60.00 per month for officers and \$45.00 per month for the police secretary.	6,595	6,023	7,508	7,500	7,500
TOTAL FRINGE BENEFITS		<u>\$356,678</u>	<u>\$368,798</u>	<u>\$413,237</u>	<u>\$402,697</u>	<u>\$438,935</u>
<u>OUTSIDE SERVICES:</u>						
5015 30	IT SUPPORT This line item is for the department's portion of the City's contract with Marin IT for technical support.	\$0	\$23,679	\$25,466	\$25,000	\$26,000
5016 30	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	1,500	2,207	2,373	2,400

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5080 30	EMERGENCY PREPAREDNESS SERVICES This line item provides for 25% of the cost of the Belvedere Tiburon Emergency Preparedness Coordinator position. This position is an employee of the Town of Tiburon and provides emergency preparedness support for the Disaster Advisory Council and assists with the organization, training, and development of volunteers. This position also coordinates with neighborhood and business watch programs, develops, modifies, and updates the Emergency Operations Plan and the multi jurisdictional Hazard Mitigation Plan. The account also provides funding for emergency preparedness supplies for the joint position as well as for Belvedere specifically to include funding in support of Disaster Service Worker kits.	27,891	22,552	41,254	30,000	30,300
5210 30	POLICE DISPATCH The City contracts for dispatch services with the Marin County Communications Center. The cost is 9.2% of 5.5 FTE's shared by Southern Marin Police agencies.	71,521	67,883	77,327	76,902	77,300
5220 30	MAJOR CRIMES TASK FORCE Most Cities within Marin County contribute to the funding of this investigative unit The unit investigates all types of Major Crimes. The task force operates under the command of the Marin County Sheriff's Office. It is staffed with Sheriff's deputies and officers from the Marin agencies.	12,842	13,012	9,588	10,116	16,332

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5240 30	POLICE CHIEF AGREEMENT This account will not be used in FY18.	235,504	243,715	22,858	0	0
5250 30	MARIN EMERGENCY RADIO AUTHORITY The funds budgeted cover the Police Department's share for MERA operating costs and debt service.	26,239	26,624	27,440	27,972	28,641
5241 30	MEDICAL OVERSIGHT A medical doctor is required to serve as the Police Department's Medical Director to provide oversight of our first aid and early defibrillation program.	0	3,000	3,000	3,000	3,000
5242 30	REPORTS AND RECORDS AUTOMATION These funds are for Belvedere's 2.37% share of the total cost to maintain a county wide, fully automated report writing and records management system. The system is maintained by the County.	8,181	9,182	9,829	10,094	10,129
5990 30	OTHER OUTSIDE SERVICES Annual maintenance costs associated with the peninsula license plate reader cameras, the City's share of the countywide child sex assault program and other outside services.	3,154	3,505	4,084	7,334	11,317

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5243 30	PARKING ENFORCEMENT Agreement with the Town of Tiburon to provide parking enforcement throughout the City.	0	0	0	0	30,000
5266 30	SECURE INFORMATION & DATA ACCESS SYSTEMS The County provides the Police Department with a high speed, secure network that allows the department access to critical local, state and federal law enforcement networks. It also provides internet access.	4,620	4,620	4,620	6,746	6,746
5267 30	MOBILE DATA TERMINAL SUPPORT This contract provides maintenance to the department's three mobile computers in the patrol cars. It is a 2% share of the total consortium share of costs.	2,398	2,711	2,560	1,444	2,454
TOTAL OUTSIDE SERVICES		\$392,350	\$421,983	\$230,233	\$200,981	\$244,619
<u>UTILITIES:</u>						
6000 30	COMMUNICATIONS This account is used for land-line phones, cell phones, the City's AM radio advisory system and air time for the vehicle's mobile data transmitters and the lpr cameras.	\$9,483	\$8,398	\$9,910	\$10,000	\$10,000
6020 30	POWER (Gas and Electric) This account provides for gas and electricity for the Department.	1,800	1,920	2,400	2,520	2,580
TOTAL UTILITIES		\$11,283	\$10,318	\$12,310	\$12,520	\$12,580

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OPERATIONS:</u>						
6130 30	EQUIPMENT MAINTENANCE Maintenance for the copy machine, police radios and re-certification of the radar equipment .	\$1,186	\$1,750	\$1,001	\$2,000	\$2,000
6150 30	MEMBERSHIP DUES This account covers memberships in various professional organizations (see attached detail sheet).	645	865	1,671	1,025	1,451
6170 30	CONFERENCES & MEETINGS This account provides for departmental travel and meetings which are not POST reimbursable. It covers reimbursements for mileage, tolls and parking fees incurred in the use of personal vehicles while department personnel are engaged in city business.	2,636	912	3,068	3,090	4,971
6175 30	TRAINING In order to field well-trained generalist officers, each officer receives ongoing specialized training each year, some of which is mandated by the state. Also included are costs for participating in POST mandated firearms qualification.	206	1,566	92	1,000	4,000
6176 30	INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS The department participates in several LE functions, working with other organizations, that benefit the City but may not occur within the city limits. These include overtime associated with Friday nights on Main Street, Avoid the 13, Marin Bicycle Coalition, the County Fair, Opening Day on the Bay, & Safe Grad Night. Some overtime is reimbursable through grants & billing to outside agencies.	4,026	4,042	3,148	4,000	6,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6180 30	EQUIPMENT LEASES This account covers the lease payment for the copier used by the Police Department.	0	4,853	4,281	4,364	4,364
6190 30	VEHICLE MAINTENANCE The department maintains a fleet of five vehicles, four of which are equipped with full emergency equipment and are assigned to patrol operations. This line item provides for maintenance and corrective measures that are necessary to keep the vehicles running. The department currently has a preventative maintenance program wherein the vehicles are serviced every 5,000 miles in accordance with the manufacturer's recommendations for vehicles in heavy-duty service.	11,025	11,815	10,259	10,000	10,000
TOTAL OPERATIONS		<u>\$19,724</u>	<u>\$25,803</u>	<u>\$23,520</u>	<u>\$25,479</u>	<u>\$32,786</u>
<u>MATERIALS AND SUPPLIES:</u>						
7000 30	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$3,179	\$5,233	\$6,469	\$6,500	\$6,500
7030 30	PRINTING AND REPRODUCTION This line item covers the costs associated with printing citations and other miscellaneous departmental forms.	412	1,302	721	750	750

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
7050 30	AMMUNITION AND WEAPONS This account provides for ammunition and weapons used by the police department. All sworn officers are required to demonstrate proficiency four times each year at the range with their sidearm and carbine. Funds are used from this account to purchase ammunition, service weapons and to purchase less than lethal munitions deployed by the Department.	965	5,786	2,147	2,000	4,000
7080 30	GAS AND OIL SUPPLIES This line item provides for the fuel used by the department's vehicles during the year.	11,704	9,399	7,975	8,000	9,000
7090 30	PROTECTIVE CLOTHING/SAFETY EQUIPMENT By law, the City is mandated to provide officers with safety equipment (e.g. firearms, holsters, duty belt, rain gear, handcuffs, etc.) The MOU between the City and the BPOA requires that safety equipment and bullet resistant vests be provided.	2,388	540	1,857	1,000	5,000
TOTAL MATERIALS AND SUPPLIES		<u>\$18,648</u>	<u>\$22,260</u>	<u>\$19,169</u>	<u>\$18,250</u>	<u>\$25,250</u>
POLICE DEPARTMENT TOTALS		<u>\$1,562,101</u>	<u>\$1,624,789</u>	<u>\$1,634,332</u>	<u>\$1,593,052</u>	<u>\$1,773,937</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - POLICE

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>MEETINGS:</u>										
Liaison pick-up and deliveries to various agencies/DA/Courts	Marin County	Designated Personnel	Auto	Daily						100
Cal Law Enforcement Assoc. of Records Supervisors	Pismo Beach	Secretary	Auto	Annual	5	200	745	281	400	1,626
Calif Assoc of Property & Evidence	Various	Secretary	Auto	Quarterly						100
Marin Chief's Association	Marin County	Chief	Auto	Monthly						150
FBI National Academy	Quantico, VA	Chief	Air	July-Sept	10 wks	1,500	0	0	0	1,500
Women Leaders in L.E.	Monterey	Chief	Auto	November	3	100	585	0	210	895
Various Meetings	Various	Designated Personnel	Auto	Monthly						600
TOTAL										\$4,971

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

MEMBERSHIP AND DUES DETAIL - POLICE

ORGANIZATION	MEMBER	AMOUNT	NOTES
Marin County Police Chiefs Assn.	Chief	\$300	A professional police management group which addresses mutual issues of statewide concern.
California Police Chiefs Assn.	Chief	331	To develop and disseminate professional administrative practices and to promote their use in the police profession.
SRJC Film Library	Chief	100	To develop and disseminate professional administrative practices to enhance professionalism and update legal responsibilities.
Calif. Law Enforcement Records Assn.	Chief/Sec	85	Includes professional journal. Addresses issues of mutual concern. \$50 for Police Secretary/\$35 for Police Chief.
Calif. CLETS Users Group	Secretary	75	CCUG is a professional organization for CLETS users. We are committed to providing quality training related to the use of CLETS and other computer information systems.
IAPE	Secretary	50	Annual Membership
FBI National Academy Association	Chief	225	Annual Membership
Critical Reach	Chief	160	Annual membership/dues/meeting expenses.
Calif. Peace Officers Assn.	Department	<u>125</u>	Provides legal update training and sharing of information. Reduced tuition fees for all department members while attending CPOA courses.
		<u><u>\$1,451</u></u>	

**CITY OF BELVEDERE
DEPARTMENT OF PUBLIC WORKS
OVERALL ORGANIZATION AND GOALS**

The Public Works Department is responsible for the maintenance & operations and improvement of the City's infrastructure.

Under the direction of the City Manager, the Public Works Manager, one Maintenance Supervisor and two Maintenance Workers inspect, manage and maintain the City's network of streets, storm drainage system, three parks, community playground, lanes, inventory of traffic signs, pavement markings and striping, median landscaping, irrigation systems, city buildings and other public facilities. The department is responsible for issuance of encroachment permits in the city right-of-way as well as ensuring compliance with all regulatory mandates for Storm Water, Air Quality Management and Disabled Accessibility. The Public Works Manager provides administration and project management of the city's annual and long-term Capital Improvement Projects (CIP) such as Street and Drainage Improvements, Landscape and Facility upgrades and Utility Underground projects. The Public Works Manager provides oversight of an Engineering Consultant for special projects. Service providers are used to augment City Staff in areas requiring specialty services.

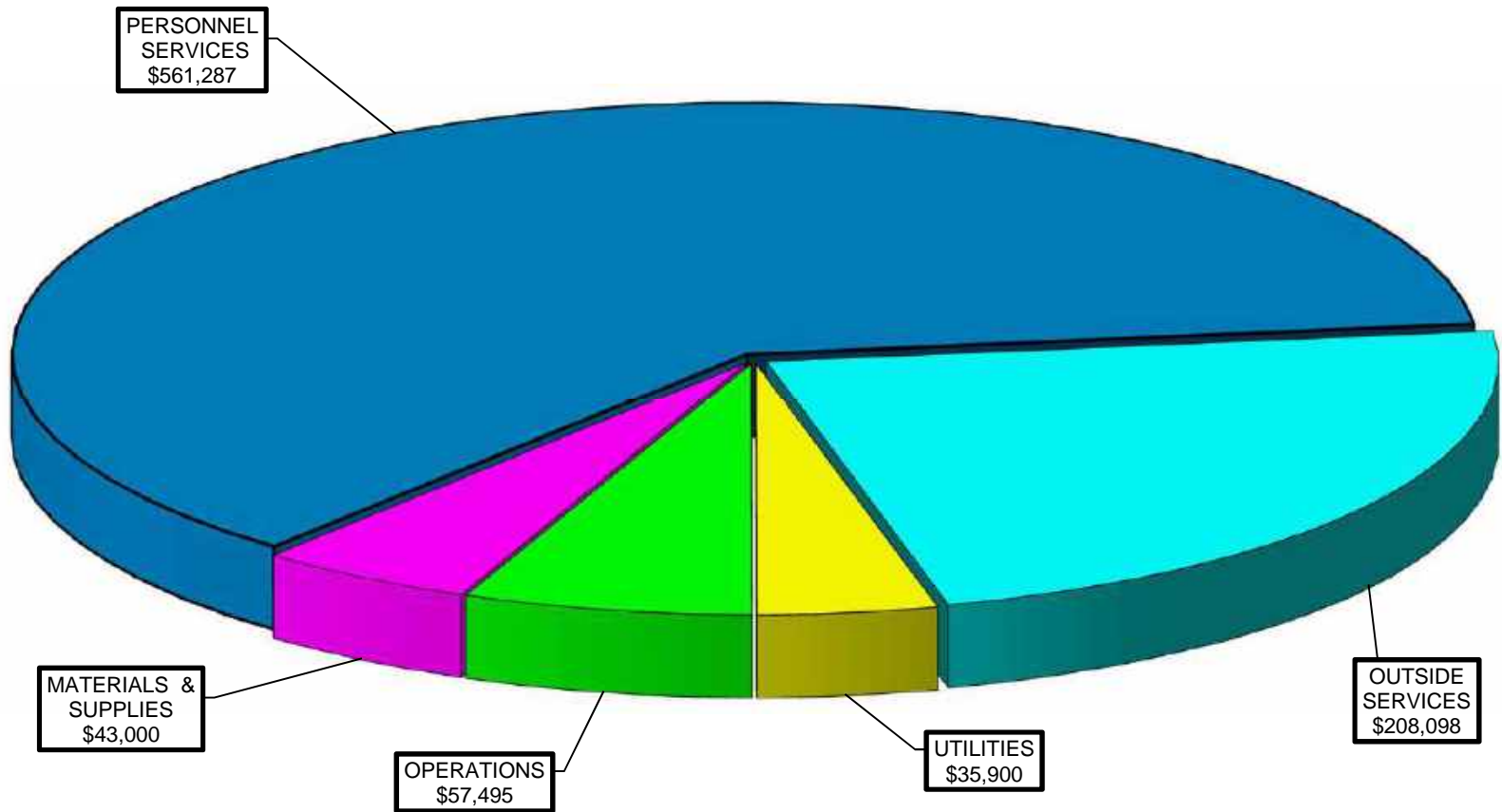
Major projects and goals for Public Works in Fiscal Year 2017/18 include:

- Beach Rd and San Rafael Ave Levee Stabilization Analysis
- Major Pavement Repairs on lower Bayview Ave
- Lagoon Road Flood Mitigation
- Replacement of Storm Drain Flap Gates
- Pipe Replacement near 49 Belvedere Ave to Westshore Rd.
- Various Improvements and Repairs to Public Lanes
- Tom Price Park Landscape Proposal
- ADA Compliance Upgrades
- Upper Cedar Lane Stair Replacement
- Selected Painting at City Hall and Corporation Yard
- Installation of Wood Guardrail Along Bella Vista

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

Public Works Operations & Maintenance

Total Budget: \$906,080



CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
PERSONNEL SERVICES	\$330,381	\$341,211	\$350,843	\$316,853	\$367,618
FRINGE BENEFITS	138,487	143,695	167,162	166,125	193,669
SUBTOTAL	\$468,868	\$484,906	\$518,005	\$482,978	\$561,287
OUTSIDE CONTRACT SERVICES	\$162,347	\$179,081	\$198,262	\$192,196	\$208,098
UTILITIES	26,911	29,432	32,065	34,300	35,900
OPERATIONS	41,271	41,619	45,691	61,591	57,495
MATERIALS AND SUPPLIES	34,255	34,826	34,324	33,300	43,300
SUBTOTAL	\$264,784	\$284,958	\$310,342	\$321,387	\$344,793
GRAND TOTAL	\$733,652	\$769,864	\$828,347	\$804,365	\$906,080

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

SALARY DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR	BENEFITS	SALARY + BENEFITS
			MONTHS	RATE		MONTHS	RATE			
<u>REGULAR SALARIES:</u>										
Public Works Manager	Robert Zadnik	B	3	\$9,617	9/28/2017	9	\$10,098	\$119,737	\$60,259	\$179,996
Maintenance Supervisor	Gerhard Laufer	C	6	\$7,007	1/1/2018	6	\$7,358	\$86,190	\$63,156	\$149,346
Maint. Worker II	Max Sandoval	E	12	\$5,424				\$65,088	\$50,641	\$115,729
Maint. Worker II	Alberto Carranza	C	3	\$4,920	9/1/2017	9	\$5,166	\$61,254	\$46,888	\$108,142
Temporary Seasonal Staff	Vacant							\$7,500	\$574	\$8,074
GRAND TOTAL								\$339,769	\$221,518	\$561,287

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 40	REGULAR SALARIES This line item covers regular full-time salaries for the Public Works Manager, the Maintenance Supervisor, and two Maintenance Workers.	\$300,016	\$315,242	\$311,218	\$289,716	\$332,269
4010 40	PART-TIME WAGES (SEASONAL) During the summer, a temporary seasonal worker will be hired to assist regular full time staff with the workload.	7,772	0	8,399	0	7,500
4020 40	OVERTIME Overtime is paid at the rate of time and a half and is used on an emergency basis or to assist with Concerts in the Park.	106	0	222	500	500
4030 40	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	5,312	8,758	14,079	13,024	12,585

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4091 40	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	6,825	7,125	5,400	6,300	7,200
4095 40	LONGEVITY PAY Employees with 5 or more years of service are entitled to a 2.5% longevity pay adjustment above base salary. Employees with 10 or more years of service are entitled to a 5% adjustment.	10,350	10,086	11,525	7,313	7,564
TOTAL PERSONNEL SERVICES		<u>\$330,381</u>	<u>\$341,211</u>	<u>\$350,843</u>	<u>\$316,853</u>	<u>\$367,618</u>
<u>FRINGE BENEFITS:</u>						
4100 40	INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$73,950	\$68,612	\$74,918	\$85,931	\$100,652
4110 40	RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 8.921% of salaries and the rate for new PERS employees is 6.533% of salaries. In addition this department's annual payment towards the City's unfunded pension liability is \$32,040. The City does not participate in Social Security.	39,044	34,996	45,824	47,600	55,941
4114 40	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.	8,506	10,132	13,352	6,406	6,774

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
4120 40	UNEMPLOYMENT Paid out when a former employee files a claim with the State.	11,700	0	0	0	0
4121 40	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	25,024	27,463	21,626	24,507
4130 40	MEDICARE The same requirement for Medicare contributions applies to public works employees as it does for employees in other departments. The City pays 1.45% of gross wages.	5,287	4,931	5,605	4,562	5,795
TOTAL FRINGE BENEFITS		<u>\$138,487</u>	<u>\$143,695</u>	<u>\$167,162</u>	<u>\$166,125</u>	<u>\$193,669</u>
<u>OUTSIDE CONTRACT SERVICES:</u>						
5015 40	IT SUPPORT The department's portion of the City's contract with Marin IT for technical support.	\$0	\$11,958	\$12,845	\$13,000	\$13,000
5016 40	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	1,455	1,104	1,187	1,200
5250 40	MERA MEMBER CONTRIBUTION This account pays for the department's share of operating costs for the Marin Emergency Radio Authority system.	8,186	8,344	8,527	8,755	8,898

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5301 40	CITY ENGINEER SERVICES This line item provides for general engineering services not associated with specific construction projects, such as plan review, Revocable Licenses and miscellaneous other day to day engineering tasks that come up.	53,291	31,573	45,852	50,000	46,000
5320 40	DRAINAGE MAINTENANCE Contract cleaning of City storm drain systems prior to and during the winter season.	6,038	8,020	5,885	9,000	10,000
5321 40	REED WATERSHED SILT REMOVAL Removal of silt from two silt basins and siltation structures that are associated with Reed Watershed runoff. The Town of Tiburon and the BLPOA each contribute 25% towards the removal.	6,910	8,582	8,301	9,254	10,000
5322 40	STORM DRAIN SYSTEM VIDEOTAPING This account provides information for the evaluation of existing storm drain pipes. This information assists staff in planning for repairs or replacement.	1,545	2,960	780	2,000	3,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5330 40	<p>LANDSCAPE MAINTENANCE This line item provides for a maintenance contract at four landscaped areas around the City. Areas included in the contract are: Community Park, Tom Price Park, Land Company Park and the San Rafael Avenue Seawall. Services include: mowing, edging, trimming, pruning and hand weeding due to the ban of pesticides.</p>	43,668	44,369	43,668	45,000	45,500
5350 40	<p>STREET TREES Contract work by professional arborists for tree maintenance, safety pruning and the removal of hazardous City trees. City staff continues to have a certified arborist evaluate the health of all City trees and removes large trees that present a dangerous condition to the public.</p>	20,018	25,860	35,222	30,000	40,000
5360 40	<p>POISON OAK CONTROL Due to the City ordinance restricting the use of herbicides, this line item provides for the cost to attempt to eradicate poison oak from the public right of way.</p>	1,149	1,100	1,003	1,000	5,000
5370 40	<p>MARINMAP MEMBERSHIP FEE Provides access to the GIS mapping system information developed by MarinMap. Participation in the program is essential to enable City staff to continue using the service.</p>	6,000	6,067	6,000	6,000	6,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5980 40	JANITORIAL MAINTENANCE This account provides for the contract costs associated with the cleaning of City Hall offices, lobby, Council Chambers, Police Department and public restrooms servicing the park.	6,848	6,786	7,375	7,500	7,500
5371 40	FUEL STORAGE TANK COMPLIANCE This project was completed in a prior year.	3160	0	0	0	0
5372 40	LYFORD DRIVE PARKING LOT LANDSCAPING This project was completed during FY15/16	0	10,000	10,353	0	0
5990 40	OTHER CONTRACT/OUTSIDE SERVICES This line item provides for contract work that is not covered under other specific line items. This work is specialized and requires contracting for services by professionals. Examples of work include locksmithing, annual emergency generator and fire extinguisher servicing, and regulatory and compliance testing of the Corp Yard fuel tank. Other special services including Geotechnical and Architectural investigations and reports are charged to this account.	5,534	12,007	11,347	9,500	12,000
TOTAL OUTSIDE CONTRACT SERVICES		<u>\$162,347</u>	<u>\$179,081</u>	<u>\$198,262</u>	<u>\$192,196</u>	<u>\$208,098</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>UTILITIES:</u>						
6000 40	COMMUNICATIONS This line item provides for the telecommunications costs for the Corporation Yard and a portion of the City Hall offices that are attributable to public works activities as well as telephone alarm lines for City Hall. Additionally, this line item provides for costs related to mobile phones for Public Works.	\$4,421	\$5,498	\$4,816	\$5,500	\$6,000
6020 40	POWER (GAS AND ELECTRIC) Heating and electrical costs for the Corporation Yard and other PG&E meters that supply electricity to irrigation pumps in parks and landscaped areas. In addition, the cost to supply electricity to the electric vehicle charging stations at City Hall. The City is enrolled in MCE 100% Renewable Energy program.	3,363	7,392	6,395	7,500	8,000
6030 40	POWER (STREET LIGHTS) This line item provides for costs associated with electricity that is needed to power the street lights.	8,317	8,696	9,182	8,200	8,400
6040 40	POWER (TRAFFIC SIGNAL) This line item provides for costs associated with the shared maintenance and power costs of the traffic signal located at San Rafael Ave @ Tiburon Blvd.	1,648	0	798	600	1,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6050 40	WATER Metered water for City buildings and landscaping is included in this account.	9,162	7,846	10,874	12,500	12,500
TOTAL UTILITIES		<u>\$26,911</u>	<u>\$29,432</u>	<u>\$32,065</u>	<u>\$34,300</u>	<u>\$35,900</u>
<u>OPERATIONS:</u>						
6110 40	ADMIN OVERHEAD This account will not be used this year.	\$8,883	\$0	\$0	\$0	\$0
6131 40	EQUIPMENT MAINTENANCE This account provides for costs associated with minor repairs and maintenance of equipment used by Public Works such as chainsaws, trimmers, weed eaters, pole saws, emergency generators, pumps and brush chippers.	475	525	473	473	500
6150 40	MEMBERSHIPS & DUES This budget item covers memberships & dues for the staff who belong to professional organizations. The City is a member of Underground Services Alert (USA), annual & monthly ticket costs are provided for by this line item. A detailed breakdown of memberships follows this budget.	915	2,200	774	850	2,100
6170 40	CONFERENCES, MEETINGS, & TRAINING Attendance at major conferences will be budget dependant pending approval by the City Manager. See the detailed breakdown of Conferences, Meetings and Training requests for FY18 that follows this departmental budget.	383	732	395	250	1,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6180 40	EQUIPMENT RENTAL This line item provides for equipment rentals used by in-house forces that are used so infrequently or are so costly as to make purchase of that equipment unjustifiable. Examples include ariel lifting devices, ladders, jackhammers, compressors, skidsteer loaders, airless paint sprayers and emergency pumps.	0	3,073	5,235	5,300	5,300
6191 40	VEHICLE MAINTENANCE This line item provides for the cost of all necessary parts and specialty services for the maintenance of five vehicles and one tractor in the department. Costs associated with annual smog testing of vehicles to comply with the State Bureau of Automotive Repair are included in this account.	1,389	3,564	3,102	3,000	4,000
6200 40	BUILDING MAINTENANCE This budget line item includes the cost for routine and non-routine maintenance to all city buildings such as City Hall, Police Department, Corporation Yard and outside restrooms. Plumbing repairs and the annual elevator maintenance contract costs are provided for in this budget. Touch up painting of the building is also included in this account.	9,864	7,449	10,007	13,000	12,000
6210 40	IRRIGATION SYSTEM MAINTENANCE This line item allows the purchase of parts and specialized services to maintain a proper functioning irrigation system for city parks and landscaped areas. Components of this complex system include; well pumps, control hardware, booster pumps, timers, controllers, sprinkler heads, piping & couplings.	1,581	3,072	3,809	2,750	4,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6220 40	STREET LIGHT MAINTENANCE Contract and non-contract maintenance of all City street lights under the contract negotiated by MGSA. This line item does not provide for knockdown repairs or replacement.	3,376	4,967	3,507	3,800	4,000
6230 40	PERMITS This line item is associated with permit fees set by County and State regulatory agencies and can only be projected based on previous years costs and conversations with officials. The State has historically increased costs associated with the storm water program each years by as much as 20% with little notice to agencies. A detailed breakdown by agency can be found on the page titled "Permits".	9,795	10,784	10,210	12,168	14,595
6240 40	STREET SWEEPING This line item provides for costs associated with the operation of a 2005 Tymco street sweeping machine. Typical expenditures include; brooms, belts, air & oil filters, belts, switches and other items. Staff performs routine maintenance in-house while vendors provide other major services both on and off site. Four new tires are needed to keep the machine operational.	4,610	5,253	8,179	20,000	10,000
TOTAL OPERATIONS		\$41,271	\$41,619	\$45,691	\$61,591	\$57,495

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 40	OFFICE SUPPLIES/POSTAGE This line item covers the Department's portion of the cost of all miscellaneous supplies including paper and computer related supplies.	\$0	\$1,975	\$2,532	\$2,600	\$2,600
7030 40	PRINTING & REPRODUTCTION This line item provides for the design and printing of a brochure giving information on deer resistant plants.	0	0	0	0	5,000
7080 40	FUEL This line item provides for the purchase of gasoline and diesel fuel that is stored in fuel tanks at the Corporation Yard. This fuel is used in vehicles and equipment used by the Public Works Department during daily operations.	9,410	7,452	6,176	6,000	8,500
7090 40	PROTECTIVE CLOTHING/SAFETY EQUIPMENT Annual safety boot allowance and weekly uniform costs for Public Works personnel. Other safety related items include: jackets, rain gear, ear protection and first aid supplies.	5,365	5,496	6,211	6,500	5,500
7100 40	CONSTRUCTION SUPPLIES This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items required to perform basic maintenance functions in and around the City.	2,967	2,854	3,131	3,000	3,500

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
7110 40	<p>JANITORIAL SUPPLIES</p> <p>This line item provides for the purchase of janitorial supplies that are necessary to keep the City Hall, Police station and Corporation Yard operational. Included are paper goods, soaps, cleaners and other cleaning items such as vacuum bags, brushes, mops and brooms and replacement of janitorial equipment is also included.</p>	2,722	2,653	2,443	2,600	2,700
7120 40	<p>PARK AND LANDSCAPE SUPPLIES</p> <p>This line item provides for the purchase of organic products that are applied to the turf areas to counteract the effects of using well water to irrigate. Additionally, this account provides for the purchase of flowers and replacement plant material at parks and around City Hall. Parts to repair playground equipment are also purchased from this account.</p>	4,189	4,225	4,238	3,500	4,000
7140 40	<p>SMALL TOOLS</p> <p>This line item provides for the replacement of worn tools and the acquisition of new tools which are necessary to continue daily operations in Public Works.</p>	2,490	2,502	898	2,300	2,500
7150 40	<p>TRAFFIC CONTROL SUPPLIES</p> <p>This line item provides for traffic related items such as damaged or missing street signs, sign posts, hardware and other traffic safety devices including barricades, lights, cones, marking paint reflective pavement markers and striping materials.</p>	4,004	4,894	4,778	4,000	5,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
7190 40	OTHER MATERIALS AND SERVICES This line item provides for miscellaneous materials and services that do not fall into well-defined categories. Dog waste bags are provided to the community from this account.	3,108	2,775	3,917	2,800	4,000
TOTAL MATERIALS AND SUPPLIES		\$34,255	\$34,826	\$34,324	\$33,300	\$43,300
PUBLIC WORKS DEPARTMENT TOTALS		\$733,652	\$769,864	\$828,347	\$804,365	\$906,080

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - PUBLIC WORKS

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCE:</u> APWA Streets Conf.	Nor Cal	PW Mgr. Staff	Auto	Oct	2	0	0	50	300	\$350
<u>MEETINGS:</u> Marin Public Works Assn.	Local	PW Mgr.	Auto	Monthly						150
<u>TRAINING:</u> Misc. Specialized Trng. Dept. Safety Lunches	Various Loc.	Staff	Auto	---	---	---	---	---	---	500
TOTAL										\$1,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

MEMBERSHIPS AND DUES DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ORGANIZATION	MEMBER(S)	AMOUNT	NOTES
California City/County Street Light Association	City	300	Membership required because of City's participation in the countywide street light JPA
Maintenance Superintendent's Association	PW Supv.	50	This organization provides information of value to the maintenance and operations of the public works department.
American Public Works Association APWA	PW Manager	100	This organization provides Public Works personnel with information and opportunities for specific training that are specific to the job.
Underground Service Alert	City	400	Membership in USA provides City staff with information regarding which utility companies are working in the public right-of-way.
MTC Membership	City	1,250	Membership is required to submit and be approved for for grant funding available through the Metropolitan Transportation Commission.
TOTAL		<u>\$2,100</u>	

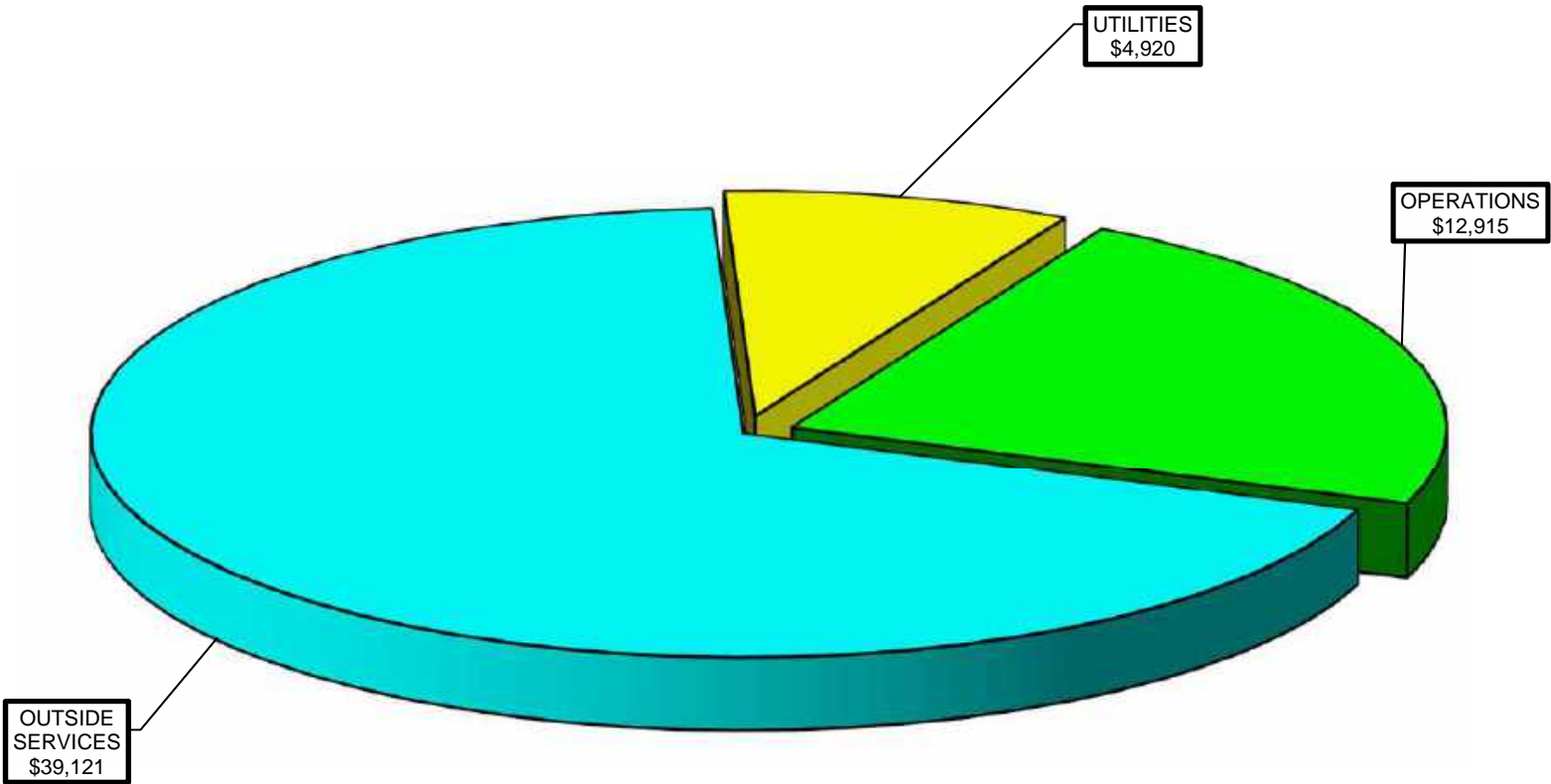
CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

PERMITS - PUBLIC WORKS OPERATIONS & MAINTENANCE

ORGANIZATION	AMOUNT
Regional Water Quality Control Board	7,674
Marin County Stormwater Program	5,566
Marin County Hazardous Materials	1,150
Bay Area Air Quality Mgmt District	205
TOTAL	<u>\$14,595</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

Recreation (The Ranch)
Total Budget: \$56,956



CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RECREATION (THE RANCH)

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
OUTSIDE SERVICES	\$33,330	\$53,960	\$36,572	\$37,868	\$39,121
UTILITIES	6,801	4,680	4,800	4,800	4,920
OPERATIONS	6,010	11,740	11,647	11,465	12,915
GRAND TOTAL	\$46,141	\$70,380	\$53,019	\$54,133	\$56,956

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5980 50	JANITORIAL CONTRACT SERVICES This line item covers the weekly janitorial service for the entire Community Center which is primarily used by Recreation (The Ranch). Cleaning of the facility following rentals is provided for in this line item.	\$4,751	\$4,609	\$4,567	\$4,750	\$5,000
5990 50	OTHER CONTRACT/OUTSIDE SERVICES This budget line item provides for miscellaneous and special services that are not provided for in other categories. This work includes bi-annual testing of the fire system in the kitchen, unexpected appliance repairs and the annual re-charging of the fire extinguishers. An extra cleaning of the kitchen is included in this account. Annual food program health permit fees are charged here.	1,519	1,140	579	1,000	1,200
5374 50	COMMUNITY CENTER FURNACE REPLACEMENT The Furnace was replaced in FY14/15.	0	6,060	0	0	0
5982 50	DAIRY KNOLL FACILITY CONTRIBUTION The City made an initial contribution toward Dairy Knoll of \$300,000 and beginning in FY 13-14, the City will contribute \$30,000 to the Town of Tiburon annually as stated in the Dairy Knoll Facility Agreement approved in October 2010. The contribution will increase each year by CPI with a cap of 4%.	22,500	30,473	31,426	32,118	32,921

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5984 50	RECREATION (THE RANCH) CONTRIBUTION This account will not be used in FY17/18.	4,560	11,678	0	0	0
TOTAL OUTSIDE SERVICES		\$33,330	\$53,960	\$36,572	\$37,868	\$39,121
<u>UTILITIES:</u>						
6020 50	POWER (GAS & ELECTRIC) This line item covers the costs associated with providing heating and electric services to the Community Center used by The Ranch for recreation classes and programs.	\$6,801	\$4,680	\$4,800	\$4,800	\$4,920
TOTAL UTILITIES		\$6,801	\$4,680	\$4,800	\$4,800	\$4,920

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OPERATIONS:</u>						
6200 50	BUILDING MAINTENANCE This account provides for the costs associated with routine and non-routine repairs in the Community Center. Examples of typical expenditures include; repair or replacement of damaged items, touch up paint work and other misc. supplies to keep the facility attractive. Annual floor re-finishing, carpet cleaning and plumbing repairs are included in this budget line item.	\$4,456	\$6,582	\$4,991	\$6,500	\$7,000
6140 50	INSURANCE Liability Insurance for Bel Tib Recreation (The Ranch). This is a shared expense with the Town of Tiburon.	0	3,718	4,337	2,415	2,415
7110 50	JANITORIAL SUPPLIES This item covers the purchase of all supplies that are necessary to keep the Community Center operational. Examples of supplies include paper products, trash liners, cleaners, soap, mops, dusters and brooms. The increase reflects an increase in the use of supplies.	1,053	1,440	1,652	1,750	2,000
7190 50	OTHER MATERIALS & SUPPLIES This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	501	0	667	800	1,500
		<u>\$6,010</u>	<u>\$11,740</u>	<u>\$11,647</u>	<u>\$11,465</u>	<u>\$12,915</u>
RECREATION (THE RANCH) TOTALS		<u>\$46,141</u>	<u>\$70,380</u>	<u>\$53,019</u>	<u>\$54,133</u>	<u>\$56,956</u>

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - NON-DEPARTMENTAL

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
OUTSIDE SERVICES	\$71,291	\$119,722	\$87,322	\$130,794	\$178,946
OPERATIONS	227,181	282,180	284,027	205,246	212,778
GRAND TOTAL	\$298,472	\$401,902	\$371,349	\$336,040	\$391,724

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5020 60	RICHARDSON BAY REGIONAL AGENCY The RBRA manages the anchorage in Richardson Bay. The City pays 11.5% of the agency's costs. Members of the RBRA include Mill Valley, Tiburon, Marin County and Belvedere.	\$18,350	\$18,901	\$20,183	\$21,683	\$39,790
5030 60	HAZARDOUS MATERIAL RESPONSE UNIT This account covers the City's share of the County's hazardous material response team.	754	750	750	850	850
5040 60	ANIMAL CONTROL JOINT POWERS AGREEMENT The allocation of County-wide animal control costs among the cities is based on a combination of two factors that include population and service calls.	20,127	18,500	19,941	20,295	20,701
5050 60	TRANSPORTATION AUTHORITY OF MARIN Payment is made to the Transportation Authority of Marin (TAM) to cover a portion of the costs related to regional transportation planning and programming.	4,257	4,214	5,482	5,491	5,491
5060 60	AFFORDABLE HOUSING ASSISTANCE A donation of \$10,000/year for three years was made to Farley Place Senior Housing.	10,000	0	0	0	0

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5061 60	HOMEWARD BOUND OF MARIN Homeward Bound of Marin is the chief provider of transitional and long-term housing and support services for the homeless in Marin County.	4,300	4,300	2,000	2,000	2,000
5062 60	COUNTYWIDE COMMUNITY HOMELESS FUND Annual contribution for three years to a new Community Homeless Fund at the Marin Community Foundation.	0	0	9,186	9,186	9,186
5063 60	CONTRIBUTION-TIBURON BLVD WIDENING PROJECT Cost-sharing contribution to help fund permits and design for the Tiburon Blvd. joint improvement project.	0	0	0	0	15,000
5071 60	MARIN GENERAL SERVICES AGENCY The City is a member of the Marin General Services Agency (MGSA). The MGSA administers, finances, and governs various assigned governmental functions to include: Streetlights MGSA General Costs Mediation Program Marin Climate & Energy	5,883	4,378	5,808	5,075	5,848
5083 60	TIBURON PENINSULA TRAFFIC RELIEF JPA Expenses related to the bus program as well as the City's proportionate share of the bus pass subsidy and program administration.	0	58,100	9,785	51,471	65,000
5082 60	MCCMC LOBBYIST Belvedere shares the cost of lobbyists for legislative advocacy services and a legislative analyst with the other ten Marin County cities.	0	1,578	1,593	1,632	1,650

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
5090 60	MARIN TELECOMMUNICATIONS AGENCY This line item represents the cost to the City for participation in the joint countywide efforts to manage the cable TV franchise agreement and to deal with the proposed placement of telecommunication devices in the public right-of-way.	5,202	6,355	9,746	9,735	9,735
5091 60	LAFCO MEMBERSHIP The cities and towns in Marin are required by legislation to pay a portion of the costs associated with LAFCO.	2,418	2,646	2,848	3,376	3,695
TOTAL OUTSIDE SERVICES		<u>\$71,291</u>	<u>\$119,722</u>	<u>\$87,322</u>	<u>\$130,794</u>	<u>\$178,946</u>
 <u>OPERATIONS:</u>						
4100 60	RETIREE HEALTH INSURANCE BENEFIT The City pays a portion of the health insurance premium for 9 retirees. The amount paid is \$128/month each for 8 retirees and \$780/month for one retiree.	\$0	\$14,950	\$18,824	\$23,595	\$30,672
6120 60	COMMUNITY ACTIVITIES This account covers all community promotional activities such as awards, celebrations, the annual town meeting and the volunteer holiday party. Included are payments for the following:	22,940	28,463	24,840	36,000	25,000
	Blackie's Brigade	\$1,250				
	Tiburon Blvd Median	\$3,500				
	Redwood Grad Night	\$500				
	Labor Day Parade (Ranch)	\$5,000				
	Golf Tourney (Ranch)	\$500				
	Volunteer Event	\$10,500				

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
6122 60	CONCERTS IN THE PARK The City's annual summer concert series costs are offset by donations from the public and include a contribution from the City of \$3,000. Expenses are offset by revenues of \$25,000 and a carryover of unexpended revenue from previous years.	26,339	30,095	38,215	45,703	42,000
6140 60	INSURANCE - LIABILITY & PROPERTY The annual insurance coverage's listed here are provided through Belvedere's membership in the Public Agency Risk Sharing Authority of California. The City is responsible for making a retrospective payment to our former carrier, CJPIA.	177,902	208,672	195,337	99,948	115,106
	PARSAC - Liability		\$84,491			
	Property		\$21,460			
	Crime Bond		\$811			
	CJPIA Retrospective		\$8,344			
			\$115,106			
7190 60	OTHER MATERIALS & SUPPLIES This account will not be used in FY18.	0	0	6,811	0	0
		\$227,181	\$282,180	\$284,027	\$205,246	\$212,778
NON-DEPARTMENTAL TOTALS		\$298,472	\$401,902	\$371,349	\$336,040	\$391,724

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
OUTSIDE SERVICES	\$1,167,091	\$1,239,940	\$1,530,101	\$1,573,303	\$1,642,728
OPERATIONS	2,348	0	2,593	2,600	2,600
GRAND TOTAL	\$1,169,439	\$1,239,940	\$1,532,694	\$1,575,903	\$1,645,328

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - FIRE FUND

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5400 00	TIBURON FIRE PROTECTION DISTRICT CONTRACT It is estimated that the City's obligation in FY 17/18 will be \$1,651,968 which represents an approximate 5% increase over what was expended in FY 16/17.	\$1,167,091	\$1,239,940	\$1,530,101	\$1,573,303	\$1,642,728
TOTAL OUTSIDE SERVICES		<u>\$1,167,091</u>	<u>\$1,239,940</u>	<u>\$1,530,101</u>	<u>\$1,573,303</u>	<u>\$1,642,728</u>
<u>OPERATIONS:</u>						
5410 00	FIRE SYSTEM PARTS & SUPPLIES This line item accounts for parts and supplies that are necessary to maintain the City's fire hydrants and for other hydrant related expenses.	\$2,348	\$0	\$2,593	\$2,600	\$2,600
TOTAL OPERATIONS		<u>\$2,348</u>	<u>\$0</u>	<u>\$2,593</u>	<u>\$2,600</u>	<u>\$2,600</u>
FIRE FUND TOTALS		<u>\$1,169,439</u>	<u>\$1,239,940</u>	<u>\$1,532,694</u>	<u>\$1,575,903</u>	<u>\$1,645,328</u>

CITY of BELVEDERE - FY2017-2018 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$12,926	\$51,651	\$27,212	\$121,728	\$19,000
PENSION RESERVE PAYMENT	0	0	0	300,000	1,000,000
LEGAL DAMAGES AND SETTLEMENTS	3,374	1,247	0	113	500
GRAND TOTAL	\$16,300	\$52,898	\$27,212	\$421,841	\$1,019,500

CITY of BELVEDERE - FY 2017-2018 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RESTRICTED FUNDS

ACCOUNT	ITEM	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>EQUIPMENT REPLACEMENT:</u>						
8090 00	EQUIPMENT/FURNISHINGS Requests for FY 17/18 are for replacement or refurbishment of small, short-term assets such as computers, furnishings and other similar items.	\$12,926	\$51,651	\$27,212	\$121,728	\$10,000
8090 00	RADAR TRAILER Replace radar trailer.	0	0	0	0	9,000
TOTAL EQUIPMENT REPLACEMENT		<u>\$12,926</u>	<u>\$51,651</u>	<u>\$27,212</u>	<u>\$121,728</u>	<u>\$19,000</u>
<u>RETIREMENT UAL PAYMENTS</u>						
8093 00	PENSION RESERVE PAYMENT One time lump sum payment to CalPERS for unfunded actuarial liability (UAL)	0	0	0	300,000	1,000,000
TOTAL PENSION RESERVE PAYMENT		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$300,000</u>	<u>\$1,000,000</u>
<u>LEGAL DAMAGES AND SETTLEMENTS:</u>						
8040 00	LEGAL DAMAGES AND SETTLEMENTS This account covers legal fees or damages the City is required to pay during the year.	3,374	1,247	0	113	500
TOTAL LEGAL DAMAGES AND SETTLEMENTS		<u>\$3,374</u>	<u>\$1,247</u>	<u>\$0</u>	<u>\$113</u>	<u>\$500</u>

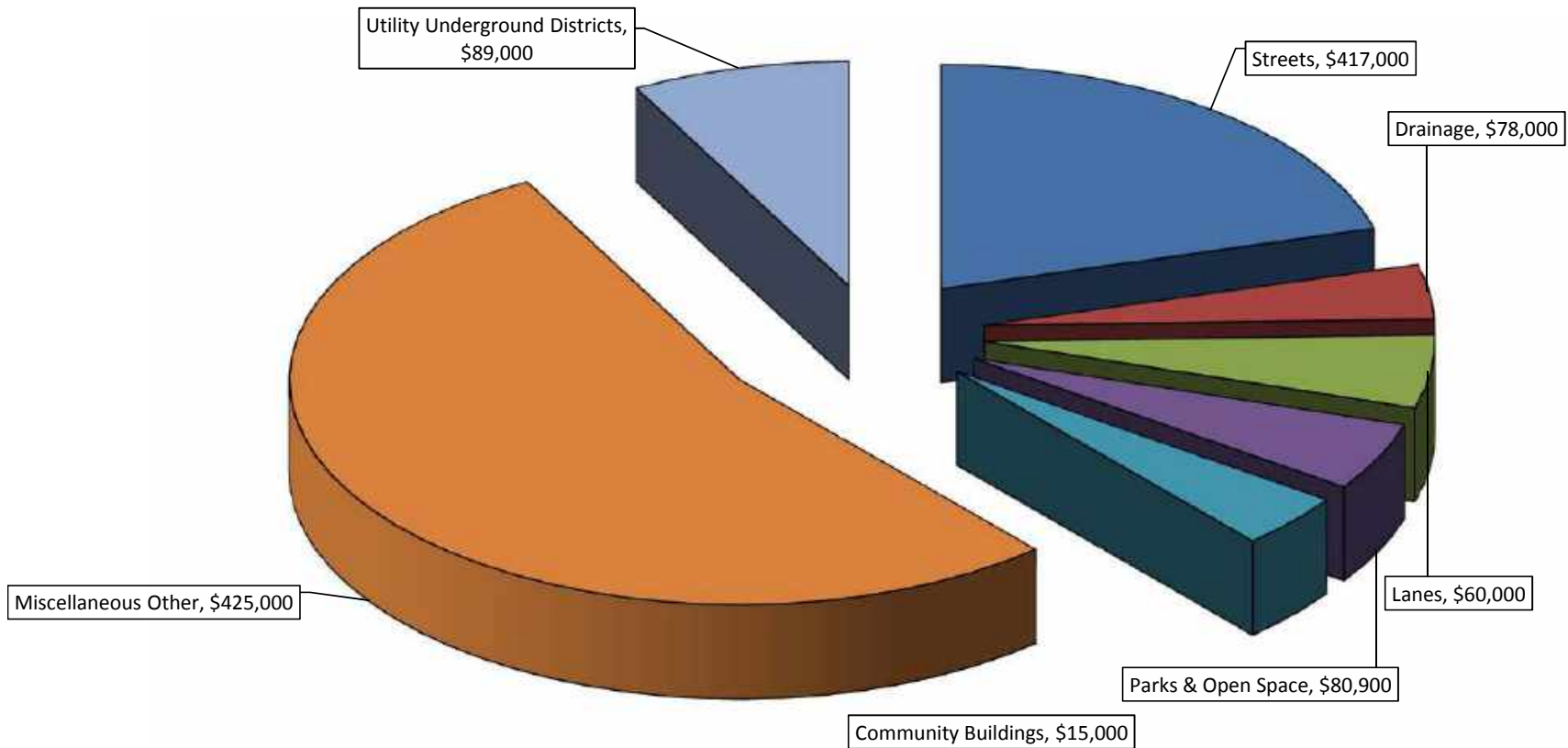
**CITY OF BELVEDERE
CAPITAL IMPROVEMENTS PROJECT LIST FY 2017/18**

PROJECT	Total Project \$	Source of Funds					
		General Fund	DWR Grant	Road Impact	Gas Tax	Co Transp	Co Parks
Pavement Spot Repair	40,000			40,000			
Street Paving	220,000			220,000			
Pavement Crack Sealing	11,000			11,000			
Pavement Traffic Markings	7,000			7,000			
Roadway Shoulder Berms	5,000			5,000			
Retaining Wall 200 Beach Road	41,000			41,000			
Iron Guardrail Repairs	5,000			5,000			
Roadway Guardrail Installation	10,000			10,000			
Slurry Seal Project	78,000			78,000			
Emergency Drainage Repairs	10,000				10,000		
Replace Corroded Storm Drain Flap Gates	13,000	13,000					
Pipe Lining 49 Belvedere	55,000	55,000					
Handrails	15,000	15,000					
Upper Cedar Lane Stairs Replacement	45,000	45,000					
Land Company Park Improvements	26,200	26,200					
Reconfigure Irrigation at Community Park	12,000	12,000					
Deer Resistant Landscaping	30,000	30,000					
Centennial Park Xeriscape Garden	2,700	2,700					
Tom Price Park Improvements	5,000	5,000					
Community Park Ping Pong Table	5,000						5,000
Exterior Painting City Hall	5,000	5,000					
Exterior Painting Corp Yard Building	10,000	10,000					
City Hall ADA Improvements Project	25,000	19,213			5,787		
Retaining Curbs	25,000					25,000	
Lagoon Road Flood Mitigation Project	40,000	5,000			35,000		
Miscellaneous Maintenance & Improvements	35,000	15,000			15,000	5,000	
Belvedere Lagoon Coastal Levee Evaluation	300,000	105,000	195,000				
Acacia/Laurel Utility Undergrounding	89,000	89,000					
Totals	1,164,900	452,113	195,000	417,000	65,787	30,000	5,000

CITY of BELVEDERE - FY 2017-18 ANNUAL CAPITAL IMPROVEMENT BUDGET

CAPITAL IMPROVEMENTS

Total Budget \$1,164,900



CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ACTUAL EXPENDITURES	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
STREETS	\$191,490	\$108,901	\$290,527	\$68,000	\$417,000
DRAINAGE	1,000	43,194	12,227	30,000	78,000
LANES	35,032	0	41,070	3,500	60,000
PARKS AND OPEN SPACE	0	22,472	4,000	15,220	80,900
COMMUNITY BUILDINGS	48,773	0	5,999	25,000	15,000
MISCELLANEOUS OTHER	152,270	424,363	38,277	145,000	425,000
UTILITY UNDERGROUND DISTRICTS	97,555	62,934	59,036	40,000	89,000
GRAND TOTAL	\$526,120	\$661,864	\$451,136	\$326,720	\$1,164,900

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>STREETS</u>			
9000	PAVEMENT - SPOT REPAIR This account is used to fund small spot repairs of pavement failures.	\$40,000	\$40,000
9001	STREET PAVING This item is funded by the Road Impact Fee account for street paving not covered by grants or other non-City funding. It is used to repair large areas of distressed asphalt. FY16/17 carryover funds will be applied to FY17/18 to address the remaining fatigued sections of pavement of Lower Bayview.	0	220,000
9030	PAVEMENT CRACK SEALING This item covers the cost of sealing pavement cracks that occur due to settling of the subgrade (at utility trenches, etc.). The work consists of filling cracks with a rubberized asphalt material by specialized contractors. This is done on an as needed basis during the year.	11,000	11,000
9040	PAVEMENT TRAFFIC MARKING This item covers the cost of installing and maintaining the City's thermo-plastic and raised pavement markings, including the designated restricted parking program. Most work is at the direction of the Traffic Safety Committee.	7,000	7,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
9069	ROADWAY SHOULDER BERMS This work involves constructing and repairing asphalt drainage berms along the edge of the roadway that helps direct water to the nearest catch basin.	5,000	5,000
9084	RETAINING WALL REPAIRS 200 BLOCK OF BEACH ROAD Repairs to existing retaining walls along Beach Road are needed. This line item will fund immediate repairs to a 20' section of wall.	0	41,000
9050	IRON GUARDRAIL REPAIRS This project would repair the deteriorating historic iron guardrails at Bella Vista Avenue.	5,000	5,000
9073	ROADWAY GUARDRAIL INSTALLATION A guardrail is needed at 110 Bella Vista. This work was budgeted in FY16/17 and will be completed in FY17/18.	0	10,000
9020	SLURRY SEAL PROJECT Every other year a group of streets are selected for the slurry seal program. Streets are assigned priorities based largely off the Pavement Condition Survey.	0	78,000
TOTAL ROAD IMPACT FUND		\$68,000	\$417,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
	<u>DRAINAGE:</u>		
9100	EMERGENCY DRAINAGE REPAIRS This line item provides for emergency repairs to storm drains.	\$10,000	\$10,000
9158	REPLACE CORRODED STORM DRAIN FLAP GATES This project will include replacement of two worn and corroded flap gates along San Rafael Ave. These gates are designed to reduce inflow of bay water into the Lagoon during high tides.	0	13,000
9151	PIPE LINING 49 BELVEDERE AVE. TO WESTSHORE RD. This project will rehab and replace sections of corroded metal pipe near 49 Belvedere Ave.	0	55,000
9170	BRITTON AVENUE CURB & GUTTER REPLACEMENT This project was completed in FY16/17.	20,000	0
	TOTAL DRAINAGE	\$30,000	\$78,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
	<u>LANES:</u>		
9225	HANDRAILS Replace handrails on Upper and Lower Cedar Lane, Corinthian Lane and Upper McLean Lane as funds allow.	0	15,000
9215	UPPER CEDAR LANE STAIRS REPLACEMENT Replace two flights of deteriorated stairs and handrails between Bayview & Bella Vista Avenue. This project was approved in the prior year budget and is currently in the design phase.	3,500	45,000
	TOTAL LANES	\$3,500	\$60,000
	<u>PARKS & OPEN SPACE</u>		
9341	SAN RAFAEL AVENUE MULCH IMPROVEMENTS This project was completed in FY16/17.	\$10,220	\$0
9311	LAND COMPANY PARK IMPROVEMENTS The existing park has poor drainage allowing disease to cause damage to plantings. This project would improve site drainage and provide for new plantings and irrigation upgrades. The Belvedere Community Foundation has provided a \$7,500 grant. This project is currently out to bid and will be completed in FY17/18.	5,000	26,200

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
9344	RECONFIGURE IRRIGATION AT COMMUNITY PARK Irrigation at the Community Park grass field produces wet and dry spots throughout the spring and summer months. This project will reconfigure the sprinkler heads and irrigation banks to remedy the project.	0	12,000
9342	DEER RESISTANT LANDSCAPING Remove and replace landscaping with deer resistant plantings.	0	30,000
9336	CENTENNIAL PARK XERISCAPE GARDEN Design work for a low water use garden has been completed. This line item will fund the purchase of low water use plantings and related materials.	0	2,700
9331	TOM PRICE PARK IMPROVEMENTS This line item will fund work to the Tom Price Memorials site and a conceptual design for potential improvements to the north end of the park.	0	5,000
9337	COMMUNITY PARK PING PONG TABLE The project will fund the flatwork and labor necessary to complete the project. This project assumes a \$10,000 donation from the Belvedere Community Foundation.	0	5,000
TOTAL PARKS & OPEN SPACE		\$15,220	\$80,900

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
<u>COMMUNITY BUILDINGS:</u>			
9492	CITY HALL SEWER LATERIAL REPAIRS Replacement of an 80 foot sections of sagged sewer pipe.	\$15,000	\$0
9450	EXTERIOR PAINTING - CITY HALL The front of City Hall was repainted in FY16/17. This will fund new paint for the rear of City Hall and the Community Center.	10,000	5,000
9431	EXTERIOR PAINTING - CORP YARD BUILDING The wood building was last painted in 2002. Many areas are in need of paint.	0	10,000
TOTAL COMMUNITY BUILDINGS		\$25,000	\$15,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY16-17 ESTIMATED EXPENDITURES	FY17-18 APPROVED BUDGET
	<u>MISCELLANEOUS OTHER:</u>		
9509	CITY HALL ADA PROJECTS Reconfigure front counter at City Hall for better access and design existing frontage sidewalk and surrounding crosswalks for better access.	\$25,000	\$25,000
9170	RETAINING CURBS Installation of 18" curb and gutter to address road-edge erosion at various locations.	0	25,000
9511	LAGOON ROAD FLOOD MITIGATION PROJECT This line item will fund anticipated expenses for environmental permitting and engineering work associated with upsizing the Tiburon/Belvedere drainage pipe.	0	40,000
9582	MISCELLANEOUS MAINTENANCE & IMPROVEMENTS This line item provides funding for minor drainage, lane, park, landscape, building, retaining wall and other misc. unanticipated projects that arise during the budget cycle.	35,000	35,000

CITY of BELVEDERE - FY 2017-2018 ANNUAL CAPITAL IMPROVEMENT BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY16-17 ESTIMATED EXPENDITURES</u>	<u>FY17-18 APPROVED BUDGET</u>
9513	BELVEDERE LAGOON COASTAL LEVEE EVALUATION Structural evaluation of San Rafael Avenue & Beach Road levees to develop alternatives for 100 year flood protection. This expenditure will be partially offset by a DWR grant of 55% of expenditures.	50,000	300,000
9522	SIDEWALK REPAIR PROGRAM Every three years City staff performs an inspection of all sidewalks in town. When hazards are identified the City Engineer prepares a repair project for bid. Private property owners are noticed of deficiencies & invoiced for repair work. This program reduces the City's liability for trip and fall claims.	35,000	0
TOTAL MISCELLANEOUS OTHER		\$145,000	\$425,000
 <u>UTILITY UNDERGROUND DISTRICTS:</u>			
9581	ACACIA/LAUREL UTILITY UNDERGROUNDING This district is currently in the design phase. Once a design has been completed, an Engineer's estimate will be prepared. The City Engineer will prepare bid documents and prepare for assessment engineering. All expenditures will be refunded to the City from bond proceeds once the district is formed.	40,000	89,000
TOTAL UTILITY UNDERGROUND DISTRICTS		\$40,000	\$89,000

City of Belvedere – 5 Year Capital Improvement Plan

A. STREETS

Most of these projects are funded from the Road Impact Fee account. Basic annual maintenance (crack filling, pavement marking, etc.) is funded primarily with gas tax revenues. Others have State or County funding as noted.

Street Paving 2017/18– 2021/22

Ongoing pavement repairs of the City’s largest asset are necessary to keep the roadways free of potholes and road surface condition at a high level expected by the community. Large areas of pavement distress must be repaired to avoid failure requiring emergency repairs during inclement weather. At one time, repairs coincided with utility undergrounding projects. This was at great cost savings to the City. Large paving repair projects are put out to public bid increasing savings due to economy of scale. Projected costs associated with future pavement repair needs are determined by analysis during the Pavement Management Program Survey.

Slurry Seal 2017/18 – 2021/22

A Slurry seal is a 3/8” protective treatment applied to a road surface to provide a uniform appearance. The preventative maintenance coating seals the aging surface and fills minor cracks, unfortunately it has little structural value. Frequent applications are much less expensive than the cost of major repairs or overlaying with new asphalt. City staff programs Slurry Seal treatments every other fiscal year. Higher volume streets with direct sunlight exposure may require more frequent applications. City staff considers roads for slurry coating following utility projects to restore a smooth and uniform road surface. Streets are selected for treatment based on criteria outlined in the Pavement Management System Data collected during pavement condition surveys.

Pavement Condition Survey 2018/19

Belvedere updates its Pavement Management System every 3 years by performing a survey of streets. The survey is performed by a Consultant selected through a process outlined by the Metropolitan Transportation Commission (MTC). A major portion of the cost of this survey is funded through a Grant (P-TAP) from MTC. The City provides a contribution to this survey by way of MTC membership. The program provides analysis based on a Pavement Condition Index rating (PCI) and recommends the most cost efficient way to maintain City roads. Belvedere has often been rated some of the best roads in the Bay Area.

City of Belvedere – 5 Year Capital Improvement Plan

Historic Iron Guardrail Repairs –Bella Vista 2017/18

The historic Iron pipe guardrails along Bella Vista are more than 75 years old and show signs of deterioration due to the exposure to the marine environment. Occasional repairs are needed to keep them functional. Replacement of the barriers would be expensive.

Roadway Guardrail Installations 2017/18 & 2018/19

From time to time Public Works receives requests to install wood barriers for safety on roads around the community. Wood Safety barriers keep vehicles on the road and are accepted in the community over metal beam type guardrails used along highways. City staff evaluates locations for guardrail installation. Following review and recommendations by the Traffic Safety Committee, Measure A funds are used to construct sections in areas identified.

Retaining Wall at 200 block of Beach Road 2017/18 – 2019/20

Portions of the existing concrete wall at 200 Beach are showing signs of deterioration and lateral offset. City staff monitors the movement by measuring the offset. A Geotechnical Engineer has evaluated the site and suggested stabilization as funds are available. Stabilization of this wall is needed to avoid a failure. The project would likely be split into 2 phases. Depending on the amount of movement observed this project might be moved up in priority.

Recoat Steel Railings – Beach Rd & Corinthian Island 2018/19

The existing powder-coated rails have deteriorated due to exposure to the corrosive marine environment. Investigation into how these railing can be recoated will need to occur. These railing could be replaced as part of a Seawall Improvement project along Beach Rd.

B. STORM DRAINAGE

Emergency Drainage Repairs 2017/18 – 2021/22

This provides for the repair of storm drain system failures that are detected during the yearly preventative maintenance activities, including the replacement of drain inlet grates and other miscellaneous repairs on failed components of the drainage network.

City of Belvedere – 5 Year Capital Improvement Plan

San Rafael Avenue Flap Gate Replacement 2017/18

This project replaces two worn and corroded flap gates along San Rafael Avenue. These gates are designed to reduce inflow of bay water into the Lagoon during high tide.

Drainage Repairs – Lining of Deteriorated Pipe Below 49 Belvedere Ave - Westshore 2017/18 & 2019/20

This project lines sections of deteriorated corrugated metal pipe that direct storm water from catch basins on Belvedere Ave, thru private property via an easement to the drainage system on Westshore Rd. The project will require the installation of a concrete turning structure at the junction of 2 sections of pipe. The current 90 degree joint in the pipe has been determined to be inadequate and in need of replacement.

Drainage Improvements – San Rafael Ave 2018/19

Properties along San Rafael Ave that back up to lots on Bayview Ave have historically had a considerable amount of ground and standing water located in back yards on the property. This water is directed through private drainage systems out to the gutter along San Rafael eventually reaching the City storm drain system. Property owners often complain to Public Works staff about an excessive amount of standing water in the gutter throughout the year. This project would allow water to drain in a subsurface pipe below the gutter and direct it to the city drainage system.

Drainage Improvements – Laurel Avenue 2020/21 & 2021/11

During peak periods of rain, the drainage system at upper Laurel Avenue is unable to accept flows from Bayview Ave causing overflows of excessive water to drain above ground and into private property. Community Rd and Mallard properties have received damage during heavy periods of rain. This proposed project would increase capacity of the system and direct water in a larger underground pipe to existing facilities that drain into the Lagoon. The first phase of this project would be to identify issues and develop a design. Following design, a project estimate would be needed to provide a budget figure. A drainage project is best designed in conjunction with the Acacia/Laurel Utility Underground District to avoid conflicts with new utilities.

City of Belvedere – 5 Year Capital Improvement Plan

C. LANES

Upper Cedar Lane 2017/18

The public has expressed concern about the steep and uneven stairs on the lower part of Upper Cedar Lane (between Bayview and Bella Vista). Members of the Parks and Open Space have suggested this section be replaced. Two sections of deteriorated concrete stairs and a landing would be replaced to improve public safety. A new section of handrail would be installed on the stairs during construction.

Handrails additions at Various Lanes 2017/18 – 2021/22

Additional Handrails will be added to various lanes to improve public safety and convenience. An inventory of lanes needing such handrails has been developed. The Belvedere Community Foundation has previously provided a Grant to the City of matching funds for the installation of handrails at various locations.

Park Lane & Lower Hawthorn Lane Stair Replacement 2018/19

This project would replace the stairs on these two lanes.

D. PARKS & OPEN SPACE

These projects are usually funded from the General Fund and a Countywide sales tax override for parks. Priorities are recommended by the Parks and Open Space Committee.

Land Company Landscape & Drainage 2017/18

Located at the intersection of Beach Rd and San Rafael Ave, this passive park is a center piece of the community. The existing Escallonia hedge has been evaluated and is diseased. Replacement is imminent. The area has been identified as a high sensitivity location for cultural resources and any project where the soil will be disturbed must be reviewed by Native American tribal groups before approval.

San Rafael Avenue Seawall Landscape Mulch Addition 2020/21

This project consists of adding mulch to the landscape planting along the seawall pathway to reduce weeds and maintain plant health.

City of Belvedere – 5 Year Capital Improvement Plan

Playground Renovation 2020/21 & 2021/11

The current Community Park Playground was renovated in FY 2003/04. Certain components are showing signs of wear and need replacement to continue to remain safe. The coating on the wire rope climbing structure is worn and should be replaced. Planning for the replacement of other playground structures should be considered and begin in FY2020/21 as it reaches its useful lifecycle.

Repair & Refurbish Lagoon Road Tennis Courts 2018/19

The tennis courts will be evaluated and re-coated/striped as needed.

Tom Price Park Improvements 2017/18 & 2019/20

Improvements will be made to this park.

Community Park Well Rehabilitation 2018/19

During the past few watering seasons the current water well was unable to provide adequate flows for irrigation of the turf and landscape at Community Park during peak watering season. A new water well should be located near the park. Installation of a new well would require a professional study and permitting before construction.

E. COMMUNITY BUILDINGS

City Hall Carpet Replacement 2018/19

Carpet on the main floor in high traffic areas is showing signs of wear. Seams are beginning to ravel on the stairs and present a hazardous condition. This project would provide for the replacement of carpet on the main floor and stairs of City Hall to keep the building presentable to the community.

Refinish Wood Floors in Council Chambers 2018/19

The wood floors in the Council Chambers need refinishing. Periodic preventative maintenance keeps the wood from being damaged and requiring expensive sanding to remove deep scratching and/or replacement. This project requires sanding down the current finish and applying a new protective coating.

City Hall Roof Replacement 2018/19

The existing roof on City Hall was installed in 2002. Currently the westerly exposure is showing signs of deterioration. Shingles are curling and beginning to fall off during inclement weather events. A roofing contractor has inspected and suggested this section be replaced in the near future to avoid leaks in the building.

City of Belvedere – 5 Year Capital Improvement Plan

Selected Exterior Painting of City Hall 2017/18 & 2018/19

Due to variations in weather exposure, some elevations and areas of the building require more frequent repainting than others.

Selected Painting of Exterior of Corporation Yard Building 2017/18

This structure was last painted in 2000. There are areas that are peeling and chipping. Minor spot painting is needed.

Refurbish Council Chambers Audience Chairs 2018/19

The fabric on the audience chairs in the Council Chambers is more than 15 years old and has been damaged by sunlight. They were not replaced during the remodel in 2009. Staff has determined reupholstering instead of replacement is a less expensive alternative.

City Hall Security Upgrade 2019/20

Due to changes in staff and key distribution, this project would re-key the City facility wide lock system to ensure security.

Corporation Yard Environmental Improvements (unknown)

To bring the Corporation into compliance with Stormwater requirements a new storage and loading area is needed to retain water during rain events. Additionally, the vehicle and equipment area needs to be updated to direct run off waters into a sediment trap and sewer connection point.

City Hall Foundation Drainage Repair Project 2019/20 & 2020/21

An extensive waterproof and drainage project is needed to stop ground water from entering the lower floors of the City Hall building and Police Department during the rainy season. Due to cracks in the subterranean foundation, water enters the lower portions of the structure during heavy rain events. Areas in the Police Department are most affected by this water intrusion. Due to access needs to perform work this project would likely be combined with disability access upgrades to the front of City Hall.

City of Belvedere – 5 Year Capital Improvement Plan

F. MISCELLANEOUS

Misc. Maintenance and Improvement Projects (Annually)

This item includes funding for minor drainage, park, landscape, building, lane, retaining wall and miscellaneous other projects. These are unexpected projects that arise and are brought to the attention of staff during each fiscal year.

ADA Compliance Projects 2017/18 – 2021/22

Funds will be set aside to bring various City facilities into compliance with the Americans with Disabilities Act (ADA). This includes signage and other smaller projects to assist those with disabilities and giving access to City buildings. An initial major project should be focused around the main access to City Hall from San Rafael Ave.

Sidewalk Repair Program 2019/20

Property owners are responsible for maintaining the sidewalk improvements along their frontage. Every 3 years the City performs a City-wide inspection of all sidewalks and curb/gutters. Residents are notified of deficiencies. The City partners with residents and repairs curb/gutters as necessary. Owners can participate in a city-managed project to correct deficiencies. Property owners must reimburse the City for repair costs following notification and completion of work.

Survey Monuments 2019/20 & 2021/22

When funds are available, the City has continued its program to establish horizontal survey control monuments City-wide. This item would seek to complete the program at streets that remain without monuments.

Traffic Engineer Study 2018/19

In order for the Police Department to successfully prosecute contested traffic citations for speeding, it is necessary to have a licensed Traffic Engineer to prepare a survey and file a report with the Marin Municipal Court. Survey's and reports must be performed every 5 years. The last current report was performed during FY 2014.

Retaining Curbs 2017/18

The installation of 18" high concrete curbs and monolithic gutter has been successful in stabilizing the uphill edge of pavement at a few Belvedere Island locations. This project would target new locations along Beach Rd and Belvedere Ave. The minor sloughing and erosion would be minimized; additionally the installation would stop erosion from entering catch basin inlets causing storm water pollution in the bay.

City of Belvedere – 5 Year Capital Improvement Plan

San Rafael Avenue ADA Improvements 2019/20 & 2020/21

An accessible pathway along San Rafael Ave from Golden Gate Ave to City Hall has been identified. A design was developed and plans prepared.

Beach Rd/San Rafael Ave Levee Stabilization Analysis 2017/18 & 2021/22

Stetson Engineering Group has developed a work plan to evaluate the Beach Rd and San Rafael Ave Levees for stabilization during this budget cycle. The geotechnical analysis will be used to design a project for the Phase 2 Beach Rd Seawall repairs.

Lagoon Road Flood Mitigation 2017/18 & 2018/19

In December 2014 and during previous rainy seasons, residents on Lagoon Road have encountered flooding on their properties due to capacity issues with the current channel and pipe system. During peak volume events water carries debris down the channel plugging a culvert under the Old Rail Trail. Water then overflows the banks and travels south on the trail towards Lagoon Road where flooding occurs. A recent report prepared by Stetson Engineering suggest drainage improvements along the creek in an effort to keep water in the channel during peak events. City staff continues to work with the Town of Tiburon on a solution that is affordable and mutually beneficial.

G. UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The costs of these projects are primarily funded by the sale of bonds by each District. The City does contribute staff time for administration and management. When the City owns property within a district, an appropriate contribution is made.

Acacia/Laurel Utility Undergrounding 2017/18

The City Council has approved the expenditure for design of this proposed district. When a design is completed, an Engineer's estimate of costs will be prepared. Actual construction costs are unknown and only estimated until a design is completed and put out for public bid. Once bids are received and assessments calculated City Council could authorize staff to move forward with a vote for the proposed district.

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
STREET IMPROVEMENTS					
Roadway Guardrail Installation	10,000	25,000			
Slurry Seal	78,000		78,000		78,000
Retaining Wall at 200 block of Beach Road	41,000	100,000	100,000		
Pavement Condition Survey		4,000			
Iron Guardrail repairs - Bella Vista Ave	5,000				
Recoat Steel Railings - Corinthian & Beach Road		20,000		20,000	
Spot Repairs	40,000	40,000	40,000	40,000	40,000
Street Paving ** 80,000 Carryover FY16/17	220,000	50,000	70,000	130,000	150,000
Crack Sealing	11,000	11,500	12,000	12,000	12,000
Traffic Marking	7,000	7,000	7,500	7,500	7,500
Shoulder Berms	5,000	5,000	5,000	5,000	5,000
Total Street Improvements	\$ 417,000	\$ 262,500	\$ 312,500	\$ 214,500	\$ 292,500

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
STORM DRAINAGE					
San Rafael Ave Flap Gate Replacement	13,000				
Pipe lining 49 Belvedere-Westshore	55,000		75,000		
Drainage Improvements - San Rafael Avenue		75,000			
Drainage Improvements - Laurel Avenue				50,000	50,000
Emergency Drainage Repairs	10,000	10,000	10,000	10,000	10,000
Total Storm Drainage	\$ 78,000	\$ 85,000	\$ 85,000	\$ 60,000	\$ 60,000
LANES					
Handrail Improvements	15,000	20,000	10,000		10,000
Park Lane & Lower Hawthorn Lane Stair Replacement		46,000			
Upper Cedar Lane Stair Replacement	45,000				
Total Lanes	\$ 60,000	\$ 66,000	\$ 10,000	\$ -	\$ 10,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
PARKS AND OPEN SPACE					
Land Company Parks Landscape & Drainage	26,200				
San Rafael Avenue Seawall Landscape Mulch				9,000	
Playground Renovation				125,000	100,000
Repair & Refurbish Lagoon Rd Tennis Courts		12,000			
Deer resistant landscaping	30,000	5,000			
Centennial Park Xeriscape Garden	2,700				
Reconfigure Irrigation at Community Park	12,000				
Tom Price Park Improvements	5,000		85,000		
Repair of Community Park Playground Fencing & Gates		4,500			
Rebuild of Park Irrigation Timer Control Sheds		13,000			
Community Park Ping Pong Tables	5,000				
Total Parks & Open Space	\$ 80,900	\$ 34,500	\$ 85,000	\$ 134,000	\$ 100,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
COMMUNITY BUILDINGS					
Selected Exterior Painting of City Hall	5,000	10,000			8,000
Refinish Wood Floors in Council Chambers		5,000			
City Hall Roof Replacement		120,000			
City Hall Carpet Replacement		18,000			
Refurbish Council Chambers Audience Chairs		10,000			
City Hall Security Upgrade			15,000		
Misc Exterior Painting-Corp Yard Building	10,000				
City Hall Foundation Drainage Repairs			100,000	100,000	
Total Community Buildings	\$ 15,000	\$ 163,000	\$ 115,000	\$ 100,000	\$ 8,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
MISCELLANEOUS					
ADA Compliance Projects	25,000	25,000	25,000	25,000	25,000
Sidewalk Repair Program			35,000		
Community Park Water Well		50,000			
Traffic Engineer Study		12,000			
Retaining Curbs	25,000				
Survey Monuments			25,000		25,000
San Rafael Avenue ADA Improvements			50,000	500,000	
Beach Rd/San Rafael Ave Levee Stabilization Evaluation	300,000				500,000
Acacia/Laurel Utility Undergrounding Design	89,000				
Lagoon Road Flood Mitigation Project	40,000	150,000			
Misc. Maintenance & Improvements	35,000	50,000	50,000	50,000	50,000
Total Miscellaneous	\$ 514,000	\$ 287,000	\$ 185,000	\$ 575,000	\$ 600,000
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TOTALS	\$ 1,164,900	\$ 898,000	\$ 792,500	\$ 1,083,500	\$ 1,070,500

CITY of BELVEDERE
FY 2016-17 - FY 2021-22 Projections
Revenues

FUND/ACTIVITY	FY2016-17 Est. Revenues	FY2017-18 Proposed	FY2018-19 Projections	FY2019-20 Projections	FY2020-21 Projections	FY2021-22 Projections
<u>GENERAL FUND</u>						
Property Taxes:	\$5,059,754	\$5,234,952	\$5,496,699	\$5,771,534	\$6,060,111	\$6,363,117
Local Non-Property Taxes:	320,262	328,500	344,925	362,171	380,280	399,294
Licenses & Permits:	436,000	426,500	447,825	470,216	493,727	518,413
Fines & Forfeitures:	21,000	21,000	22,050	23,153	24,310	25,526
Investments & Property:	52,000	50,524	53,050	55,703	58,488	61,412
Revenue From Other Agencies:	122,793	122,900	129,045	135,497	142,272	149,386
Service Charges:	451,710	445,292	467,556	490,934	515,481	541,255
Miscellaneous Other Revenue:	36,800	32,000	33,600	35,280	37,044	38,896
Total GF Revenue	\$6,500,319	\$6,661,667	\$6,994,751	\$7,344,488	\$7,711,713	\$8,097,298
<u>FIRE FUND</u>	824,934	856,941	899,789	944,778	992,017	1,041,618
<u>CAPITAL IMPROVEMENT FUND</u>	165,475	290,787	175,326	184,093	193,297	202,962
<u>ROAD IMPACT FEE FUND</u>	170,000	170,000	178,500	187,425	196,796	206,636
<u>EQUIPMENT REPLACEMENT FUND</u>	34,292	500	525	551	579	608
<u>MEASURE A (Parks) FUND</u>	15,520	15,600	16,380	17,199	18,059	18,962
TOTAL REVENUE - ALL FUNDS	\$7,710,540	\$7,995,496	\$8,265,271	\$8,678,534	\$9,112,461	\$9,568,084

CITY of BELVEDERE
FY 2016-17 - FY 2021-22 Projections
Expenditures

FUND/ACTIVITY	FY2016-17 Est. Expenditures	FY2017-18 Proposed	FY2018-19 Projections	FY2019-20 Projections	FY2020-21 Projections	FY2021-22 Projections
<u>GENERAL FUND</u>						
General Administration:	\$764,494	\$731,087	\$783,134	\$843,187	\$912,894	\$992,790
Planning & Building:	1,136,026	1,118,837	1,190,270	1,270,681	1,361,762	1,464,102
Police:	1,593,052	1,773,937	1,895,116	2,035,447	2,200,541	2,387,097
Public Works Operations & Maintenance:	804,365	906,080	966,876	1,036,117	1,115,470	1,205,495
Recreation (The Ranch)	54,133	56,956	59,804	62,794	65,934	69,230
Non-Departmental	336,040	391,724	411,310	431,876	453,469	476,143
TOTAL GF EXPENDITURES	\$4,688,110	\$4,978,621	\$5,306,510	\$5,680,101	\$6,110,070	\$6,594,858
FIRE FUND	\$1,575,903	\$1,645,328	\$1,727,595	\$1,813,974	\$1,904,673	\$1,999,907
CAPITAL IMPROVEMENT FUND	254,800	742,900	630,250	474,488	863,212	771,922
ROAD IMPACT FEE FUND	68,000	417,000	262,500	312,500	214,500	292,500
MEASURE A (parks) FUND	0	5,000	5,250	5,513	5,788	6,078
EQUIPMENT REPLACEMENT FUND	121,728	19,000	19,950	20,948	21,995	23,095
PENSION RESERVE FUND	300,000	1,000,000	0	0	0	0
INSURANCE RESERVE FUND	113	500	525	551	579	608
TOTAL EXPENDITURES - ALL FUNDS	\$7,008,654	\$8,808,349	\$7,952,580	\$8,308,074	\$9,120,816	\$9,688,967

**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2017-18**

Fund	Fund Balance 7/1/2017	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2018	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,618,136	6,661,667	(4,978,621)	(2,259,000)	3,042,183	(575,953)	-16%
130 Fire Fund	0	856,941	(1,645,328)	788,387	0	0	0%
160 Insurance Reserve Fund	57,479	0	(500)	0	56,979	(500)	-1%
100 Pension Reserve Fund	0	0	(1,000,000)	1,000,000	0	0	0%
900 Capital Improvement Fund	50,000	290,787	(742,900)	452,113	50,000	0	0%
901 Road Impact Fee Fund	272,476	170,000	(417,000)	0	25,476	(247,000)	-91%
902 Measure A Parks Fund	27,384	15,600	(5,000)	0	37,984	10,600	39%
210 Equipment Replacement Fund	116,457	500	(19,000)	18,500	116,457	0	0%
Total City Funds	4,141,932	7,995,496	(8,808,349)	(0)	3,329,079	(812,853)	-20%

General Fund Reserve	
General Fund Expenses + Fire Transfer	5,767,008
General Fund Reserve Policy 50%	2,883,504
Projected General Fund Balance 6/30/18	53% 3,042,183
Over (Under) Policy	158,679

**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2018-19**

Fund	Fund Balance 7/1/2018	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2019	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,042,183	6,661,667	(5,306,510)	(1,360,679)	3,036,661	(5,521)	0%
130 Fire Fund	0	899,789	(1,727,595)	827,806	0	0	0%
160 Insurance Reserve Fund	56,979	0	(525)	0	56,454	(525)	-1%
100 Pension Reserve Fund	0	0	0	0	0	0	0%
900 Capital Improvement Fund	50,000	175,326	(688,774)	513,448	50,000	0	0%
901 Road Impact Fee Fund	25,476	178,500	(203,976)	0	0	(25,476)	-100%
902 Measure A Parks Fund	37,984	16,380	(5,250)	0	49,114	11,130	29%
210 Equipment Replacement Fund	116,457	525	(19,950)	19,425	116,457	0	0%
Total City Funds	3,329,079	7,932,187	(7,952,580)	0	3,308,686	(20,392)	-1%

General Fund Reserve		
General Fund Expenses + Fire Transfer		6,134,316
General Fund Reserve Policy 50%		3,067,158
Projected General Fund Balance 6/30/19	50%	3,036,661
Over (Under) Policy		(30,497)

**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2019-20**

Fund	Fund Balance 7/1/2019	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2020	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,036,661	7,344,488	(5,680,101)	(1,305,062)	3,395,986	359,324	12%
130 Fire Fund	0	944,778	(1,813,974)	869,196	0	0	0%
160 Insurance Reserve Fund	56,454	0	(551)	0	55,903	(551)	-1%
100 Pension Reserve Fund	0	0	0	0	0	0	0%
900 Capital Improvement Fund	50,000	184,093	(599,563)	415,470	50,000	0	0%
901 Road Impact Fee Fund	0	187,425	(187,425)	0	0	0	0%
902 Measure A Parks Fund	49,114	17,199	(5,513)	0	60,801	11,687	24%
210 Equipment Replacement Fund	116,457	551	(20,948)	20,396	116,457	0	0%
Total City Funds	3,308,686	8,678,534	(8,308,074)	0	3,679,146	370,460	11%

General Fund Reserve	
General Fund Expenses + Fire Transfer	6,549,298
General Fund Reserve Policy 50%	3,274,649
Projected General Fund Balance 6/30/20	52% 3,395,986
Over (Under) Policy	121,337

**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2020-21**

Fund	Fund Balance 7/1/2020	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2021	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,395,986	7,711,713	(6,110,070)	(1,621,691)	3,375,938	(20,048)	-1%
130 Fire Fund	0	992,017	(1,904,673)	912,656	0	0	0%
160 Insurance Reserve Fund	55,903	0	(579)	0	55,324	(579)	-1%
100 Pension Reserve Fund	0	0	0	0	0	0	0%
900 Capital Improvement Fund	50,000	193,297	(880,916)	687,619	50,000	0	0%
901 Road Impact Fee Fund	0	196,796	(196,796)	0	0	0	0%
902 Measure A Parks Fund	60,801	18,059	(5,788)	0	73,071	12,271	20%
210 Equipment Replacement Fund	116,457	579	(21,995)	21,416	116,457	0	0%
Total City Funds	3,679,146	9,112,461	(9,120,816)	(0)	3,670,791	(8,355)	0%

General Fund Reserve		
General Fund Expenses + Fire Transfer		7,022,726
General Fund Reserve Policy 50%		3,511,363
Projected General Fund Balance 6/30/21	48%	3,375,938
Over (Under) Policy		(135,425)

**CITY OF BELVEDERE
FUND BALANCE SUMMARY
FY 2021-22**

Fund	Fund Balance 7/1/2021	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2022	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,375,938	8,097,298	(6,594,858)	(1,635,601)	3,242,778	(133,160)	-4%
130 Fire Fund	0	1,041,618	(1,999,907)	958,289	0	0	0%
160 Insurance Reserve Fund	55,324	0	(608)	0	54,716	(608)	-1%
100 Pension Reserve Fund	0	0	0	0	0	0	0%
900 Capital Improvement Fund	50,000	202,962	(857,787)	654,825	50,000	0	0%
901 Road Impact Fee Fund	0	206,636	(206,635)	0	0	0	0%
902 Measure A Parks Fund	73,071	18,962	(6,078)	0	85,956	12,884	18%
210 Equipment Replacement Fund	116,457	608	(23,095)	22,487	116,457	0	0%
Total City Funds	3,670,791	9,568,084	(9,688,967)	0	3,549,908	(120,884)	-3%

General Fund Reserve		
General Fund Expenses + Fire Transfer		7,553,147
General Fund Reserve Policy 50%		3,776,573
Projected General Fund Balance 6/30/22	43%	3,242,778
Over (Under) Policy		(533,796)